



WARRISTON COMMUNITY TENNIS CLUB – PRIVACY NOTICE

Warriston Community Tennis Club (WCTC) will be a 'controller' of the personal information that you provide to us, unless otherwise stated.

What we need

When you register as a member of WCTC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, telephone number, email address, and date of birth;
- membership category;
- gender identity;
- details of any special care needs, dietary requirements, allergies or medical conditions that could affect your or your child's safety at the club.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to send you membership communications by email in relation to essential information, membership renewals, social events, tournaments, and coaching. If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the information outlined.

Why we need your personal information – legitimate purposes

We may also process our members' personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in tennis by sending you communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your image used for promotional and development purposes. (NB we would seek separate permission before using any identifiable images of children.)
- Provide competition in tennis by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category.
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on info@wct.club. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

Under the Protection of Vulnerable Groups (Scotland) Act 2007 we may be legally obliged to process certain personal information relating to our members, eg to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisers for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information as is strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored in our electronic filing systems, in services provided by [Clubspark](#) and [Dropbox](#), and in email archives. It is accessed by our volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as is necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for two years.

Your rights

You can exercise any of the following rights by writing to us at info@wct.club. Your rights in relations to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a 'subject access request';
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes;
- if you wish us to delete your personal information, you may request that we do so;
- any requests received by WCTC will be considered under applicable data protection legislation; if you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.