

# Privacy Policy

## 1 About this policy

1.1 This policy explains when and why we collect personal information, how we use it, how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Privacy Policy.

1.3 We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check our website regularly for any amendments.

1.4 We will comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR, we will be the 'controller' of all personal data we hold about you.

## 2 Who we are

We are Charsfield Recreation Ground Tennis, Chapel Lane, Charsfield, IP13 7PX

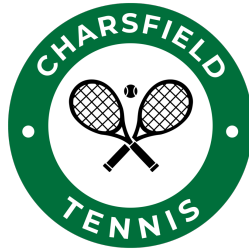
## 3 What information we collect and why

Type of Information	Purpose	Legal Basis of Processing
Permit Holder's contact details, name, household members who will play names, address, email address and telephone numbers.	Managing the permit holder's tennis permit, for renewal, to provide important information and details of events.	Performing the recreation ground's contract with the permit holder. For the purposes of our legitimate interests in operating the recreation ground tennis.

## 4 How we protect your personal data

4.1 We have implemented accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.



## **5 Who else has access to the information you provide us?**

We will never sell your personal data.

We will not share your personal data with any third parties except:

1. Where required to do so by law.

## **6 How long do we keep your information?**

6.1 We will hold your personal data on our systems for as long as you are a permit holder, plus for a further limited period to facilitate renewals and for as long afterwards as it is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations, eg compliance with tax requirements and exemptions, and the defence of legal claims.

6.2 We securely destroy or delete all information once we no longer need it.

## **7 Your Rights**

You have rights under the General Data Protection Regulations:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to, or restrict how your personal data is processed

If you have any questions, comments and requests regarding our data processing practices please contact a member of the Committee. Email: [charsfieldrgtennis@yahoo.com](mailto:charsfieldrgtennis@yahoo.com)

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