

Huddersfield & District Tennis League

Privacy Statement

What personal data does Huddersfield & District Tennis League (“HADTL”) collect?

- The information on members that we collect includes club secretaries’ and their team captains names, email addresses and telephone numbers (includes phone calls, text messaging and ‘Whatsapp’ messaging).
- We collect this contact data directly from club secretaries when they join, annually on the League team submission forms and it is updated as and when secretaries inform us of any changes.

What is this Contact Data used for?

- We use this data for the administration of the Huddersfield & District Tennis League, the communication of information and the organisation of events.

Who is your data shared with?

- None of this contact data is shared with any other organisation.

How is your contact data stored?

- This data is stored in a range of secured digital formats, using Microsoft Word, Excel and Gmail. Access to Microsoft programmes and Gmail is by passwords and limited to HADTL Committee Members responsible for administration, membership and finance only.

Who is responsible for ensuring compliance with the relevant laws and regulations?

- Under the GDPR we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring that HADTL discharges its obligations under the GDPR is HADTL’s Secretary.

Who has access to your data?

- Members of the Committee of HADTL have access to members’ data in order for them to carry out their legitimate tasks for HADTL.

What is the legal basis for collecting this data?

- HADTL collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

How you can check what data we have about you?

- If you want to see the basic contact data we hold about you, you should contact HADTL’s Secretary.
- You can contact us with a “Subject Access Request” if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

Does HADTL collect any “special” data?

- The GDPR refers to sensitive personal data as “special categories of personal data”. We do not record any such special data.

How can you ask for data to be removed, limited or corrected?

- There are various ways in which you can limit how your data is used.
 - You may choose to maintain your membership of HADTL with your correct name but with limited contact details. However, we do need to have at least one method of contacting you.
 - You may choose not to receive information emails from HADTL (we do not send any out on behalf of other organisations).
 - Any of these options can be implemented for your club membership by contacting HADTL’s Secretary.

How long do we keep your data, and why?

- We keep this information for as long as you remain a club secretary and updated annually for your team captains for teams in the HADTL. All your contact data is deleted as soon as you notify HADTL’s secretary you are not longer club secretary or a team has withdrawn from the HADTL.
- Historical match results, competition winners, prize lists etc are required for archiving purposes and names cannot be removed from them.
- Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

**Alison Waters
Secretary
Huddersfield & District Tennis League**

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