

# Horsham Sports Club Privacy Policy

This privacy policy sets out how Horsham Sports Club (of which Horsham Lawn Tennis Club is a constituent section) uses and protects any information that you give\* when you join the club.

\*or is given to us by a parent or legal guardian for anyone under 18.

Horsham Sports Club is committed to ensuring that your privacy is protected. Should you provide certain information by which you (or an U18 for whom you have given us information about) can be identified when sharing information then you can be assured that it will only be used in accordance with this privacy statement.

Horsham Sports Club may change this policy from time to time by updating this page. You should check this page periodically to ensure that you are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

## Relevant Legislation

This website is designed to comply with the following legislation with regards to data protection and user privacy:

UK Data Protection Act 1988 (DPA)

EU General Data Protection Regulation 2018 (GDPR)

## What information we collect

When you complete a membership form we may collect the following information:

- Name
- Contact information including postal address, email address and telephone number
- DOB and school year
- Medical information
- Information about any impairment
- Emergency contact information

## What we do with the information we collect

The details you provide on a membership form or via our cloud based membership portal (LoveAdmin) will be stored in accordance with all relevant GDPR legislation. It will be downloaded from time to time to password protected spreadsheets on the office computers for use by HSC office staff. Relevant contact details will also be added to the membership section of the HLTC page of the ClubManager365 website. Relevant Information will be shared only with team captains, the section treasurer, membership secretary and the club coach. Name and contact emails of all current paid up members will be available to other club members on the ClubManager365 site to allow them to contact opponents in order to arrange matches.

Any email address you provide us with will be used by HSC to keep you informed about news and activities related to the section you have joined, and also about general HSC news and events.

## Controlling Your Personal Information

We will never sell, distribute or lease any personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you. If

you would like a copy of the information held on you please write to –

The Data Controller, Horsham Sports Club, Cricketfield Road, Horsham, West Sussex RH12 1TE or by email to [admin@horshamsportsclub.com](mailto:admin@horshamsportsclub.com)

If you believe that any information we are holding on you/your child is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information