

Knowle & Dorridge Racquets Club Privacy Policy

Preamble:

Knowle & Dorridge Racquets Club (KDRC) is an unincorporated body that provides facilities to enable members to play sports. These facilities include a clubhouse, courts, a booking system with a database and CCTV cameras.

Purpose of policy:

This policy sets out the personal information that KDRC collects and how it uses that personal information. This notice explains how we comply with the law on data protection and what your rights are and, for the purposes of data protection laws, KDRC will be the controller of any of your personal information held about you.

The information we collect:

KDRC collects the following information:

- Details of member names, addresses, email addresses and phone numbers.
- Ages of certain members to determine which category of age-related membership is appropriate.
- Photographic images of club officials, players in action and participating in tournaments.
- Details of various tradesmen to whom a fob may be issued.
- Images through CCTV footage that will capture:
 - Junior members playing squash and / or racketball.
 - Senior members playing squash and / or racketball.
 - Social members who attend the club.
 - Members moving around the club, the courts and the car park.
 - Details of cars that use the KDRC car park.
 - Visitors to KDRC.
 - Tradesmen who visit the club for essential maintenance of and improvement to the facilities.

The information that we collect on our website is set out at <https://www.kdrc.info/privacy-policy/> and will be updated from time to time.

How we use your information:

KDRC uses member names, ages, addresses, email addresses and phone numbers as follows:

- To issue invoices to cover membership subscriptions and other items.
- To populate a members' database that supports the court booking system and allows members to book courts with other members.
- To send confirmation of court bookings to members.
- To communicate with members to share news and advise of developments at the Club.
- To arrange competitions and tournaments for members.

KDRC may use photographic images as follows:

- To communicate the winners and participants in competitions and tournaments in communications with members.
- To upload onto the KDRC website to promote the club.
- To load on to social, and other, media to promote the club.
- To identify club officials to aid recognition by (prospective) members.

KDRC may use CCTV footage to:

- Safeguard junior members.
- Assist in any investigation, query, complaint or enquiry related to junior and senior members and visitors to KDRC.
- Review matches played by senior members on squash courts.
- Stream coaching sessions involving children to the TV in the clubhouse to allow parents to watch in comfort.
- Stream adult matches to the TV in the clubhouse to integrate squash and racketball with other members of KDRC.
- Review any incidents involving members, visitors and guests and their vehicles for the purposes of identifying any accidents and resolving any disputes. This may involve sharing vehicle registration details with members and visitors to the club.

Your information will be shared with:

- Suppliers who manage the court booking system as KDRC's data processor.
- Suppliers who manage the CCTV system as KDRC's data processor.
- The Police and other law enforcement agencies to assist investigating alleged criminal activities.
- The LTA for the purpose of registering KDRC as an accredited venue and to run leagues in which members participate.

KDRC will not disclose personal information to anyone else except as set out above unless KDRC has obtained consent or is legally obliged to disclose information.

KDRC will not sell members' data to any individual or entity.

Your information will be kept as follows:

- Member details will be retained for the duration of membership and for 6 years thereafter for tax reasons .
- Photographic images will be retained for records and marketing purposes indefinitely until a member requests in writing that the photographic image be deleted, in which case KDRC will delete that image within 14 days of the written request.
- CCTV recordings will be retained for 14 days after the recording was made unless any part of that recording is part of an investigation, in which case it will be retained until that part is no longer required, at which time it will be deleted.

Your rights in relation to your information:

You have the following rights in relation to your personal information:

- The right to be informed about how your personal information will be used.
- The right to access the personal information we hold about you.
- The right to request the removal of inaccurate personal information about you.
- The right to request the erasure of personal information in specific circumstances.
- The right to restrict processing of your personal information where certain requirements are met.
- The right to object to the processing of personal information about you.
- The right to request that we transfer elements of your data either to you or another service provider.
- The right to object to certain automated decision-making processes using your personal information.

It is a condition of being a member of KDRC that data necessary for the operation of the invoicing system and the court booking system is held by KDRC.

Rights of children in relation to photographic images:

No photographic image or CCTV footage involving children will be published without the prior written consent of parents.

KDRC may share photographic image or CCTV footage involving children with the Police, safeguarding and other law enforcement agencies to assist investigating alleged criminal activities, identify children at risk and protect children from harm.

This should be read in conjunction with the KDRC Photography and Recording Policy.

Coaches:

Coaches may use video equipment as a legitimate coaching method. They should obtain the consent of members and parents of children to the use of recordings for coaching purposes.

Changes to the policy:

KDRC may update its policy from time to time and members should check the website for the latest version of the Club's privacy policy.