

TENNIS OXFORDSHIRE PRIVACY POLICY

1.Introduction

This privacy policy explains how Oxfordshire Lawn Tennis Association (Tennis Oxfordshire) processes your personal data in accordance with the legitimate interests of Tennis Oxfordshire.

2.The categories of personal data we collect

Tennis Oxfordshire collects and processes a range of information about you. This includes, for virtually all individuals, your name and contact information (such as your home address, email address and telephone number and including a parent's or guardian's contact details), records of communications and interactions we have had with you by various means and can include data about your health or medical conditions.

3.The purposes for which we use personal data

Tennis Oxfordshire will process personal data in pursuit of our legitimate interests in order to:

- (i) organise competitions and events, and process and publish results;
- (ii) keep appropriate records of coaches, officials and volunteers;
- (iii) administer our various activities, including our coaching programme and county teams;
- (iv) administer the Wimbledon ballot;
- (v) conduct research and statistical analysis;
- (vi) communicate about our activities that we think may be of interest to you.

Tennis Oxfordshire may also process your personal data on the basis of consent you give.

4. Who we may share your data with

Personal information collected and processed by Tennis Oxfordshire may be shared with the following recipients, or categories of recipients, where necessary:

- (i) someone acting on your behalf, for example a parent or guardian;
- (ii) our employees and volunteers, for the purposes of providing particular services to you;
- (iii) competition organisers and officials involved in competitions you are taking part in;
- (iv) our employees and volunteers, for the purposes of volunteer management and administration;
- (v) your local tennis club, or other county tennis association or national tennis association.

Tennis Oxfordshire will not transfer your personal data to countries outside the European Economic Area.

5. How long we will store your data

We may retain your personal data for as long as is necessary to fulfil the purposes set out in this privacy notice and/or Tennis Oxfordshire's reasonable requirements.

6. Your rights in relation to your personal data

By law you have the right to:

- (i) obtain access to, and copies of, the personal data that we hold about you;
- (ii) require us to correct the personal data we hold about you if it is incorrect;
- (iii) require us to erase your personal data in certain circumstances;
- (iv) require us to restrict our data processing activities in certain circumstances;
- (v) receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you;
- (vi) to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on you;
- (vii) where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal.

If you are not satisfied with how we are processing your personal data, you can complain to the Information Commissioner's Office. You can find out more about your rights under data protection legislation from the Information Commissioner's Office website at www.ico.org.uk

7. Contact us

If you have any queries about this privacy notice or how we process your personal data or wish to exercise any of your legal rights, you can contact us as follows:

By email to: info@tennisoxfordshire.co.uk marked for the attention of the Data Protection Manager

By post to: Data Protection Manager, Tennis Oxfordshire, White Horse Leisure and Tennis Centre, Audlett Drive, Abingdon OX14 3PJ

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