

## **Clarkston Bowling & Tennis Club: Privacy Policy**

Clarkston Bowling & Tennis Club [CBTC] is committed to protecting and respecting your privacy. This policy explains when and why we collect personal information about our members, how we use this information, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check our website occasionally to ensure that you are happy with any changes. By becoming a member of CBTC you are agreeing to be bound by this policy.

### **Who are we?**

CBTC is a private sports club with tennis and lawn bowling facilities located at 127 Eastwoodmains Road, Clarkston, Glasgow G76 7HD.

### **How do we collect your information?**

We collect information from you when you become any category of member as supplied through our Membership Form or online registration form or when you book a coaching course [non-members only].

### **What type of information is collected from you?**

The personal information that we collect may include your name, your email address, your contact number, your address, your data of birth [required to check eligibility for different LTA and bowling age categories], date of joining the club, and your LTA membership number affiliated to CBTC.

If you are making a payment online your card information is not held by us, it is collected by our third party payment processors Go Cardless Ltd who specialize in the secure capture and processing of credit/debit card transactions.

### **How is your information used?**

We may use your information to contact you:

- Regarding matters concerning your membership e.g. renewal dates
- Regarding representing CBTC in matches and competitions
- Regarding club matches and competitions
- Regarding updates and news relating to the club, to include but not limited to relevant maintenance of house and grounds, membership category updates, Annual General and Annual Business Meetings and social events

For non-members, when you book a place to attend a coaching course we need to collect your personal information so that we can honour your booking and to enable you to participate in the course. If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

We review our data retention periods on a regular basis and will hold your personal information on our systems for as long as is necessary for the relevant activity.

## **Who has access to your information?**

Our database is held in two locations; as a password protected Excel database which is held and managed solely by our Membership Secretary/Data Protection Manager and on the CBTC ClubSpark secure server for payment and booking purposes.

Where necessary, the Membership Secretary will share contact details of sections relevant to Committee Members and Team Captains for the purposes of communicating directly with relevant members regarding team matches and relevant tennis or bowling events.

We will not sell or rent your information to third parties and we will not share your information with third parties for marketing purposes.

## **Accessing and updating your information**

The accuracy of your information is important to us. If you change your email address or any of the information we hold is inaccurate or out of date please contact us at [linda24.cbtc@gmail.com](mailto:linda24.cbtc@gmail.com) or write to us at CBTC, 127 Eastwoodmains Road, Clarkston, Glasgow G76 7HD.

You have the right to ask for a copy of the information CBTC holds about you.

## **Security precautions**

When you give us personal information, we take steps to ensure that it is treated securely. Credit and debit card information is not held by us; it is collected by our third party payment processors who specialize in the secure capture and processing of credit/debit card transactions.

Where we have given or you have chosen a password to access certain parts of our websites or social media platforms you are responsible for keeping this password confidential.

Our websites may contain links to websites run by other organisations. This privacy policy applies only to our website. If you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of third party sites.