

About this document

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data.

How we collect your information

We may collect your personal data in a number of ways, for example:

- from the information you provide to us when you interact with us by making an application for a volunteer or other Venue position, or when you provide your contact details.

The types of information we collect

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

- contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es);
- any other information relevant to your employment or other engagement to work or volunteer for us.

How we use your information

The purposes for which we may use personal data we collect in connection with your employment or other engagement with us include:

- administering job, volunteer or officer applications and, where relevant, offering you a job or other positions with us;
- carrying out due diligence checks on you during the application process for a role;
- to pay you in connection with your employment or other engagement with us;

The basis for processing your information

We may process your personal data for the above purposes because:

- it is necessary for the performance of a contract with you (your employment contract or equivalent) or in order to take steps at your request prior to entering into such a contract;
- it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our reasonable interests in the operation of the Venue, in accordance with all relevant legal requirements;
- we have your specific or, where necessary, explicit consent to do so;

Sharing your information with others

We may only share your personal data when we are legally required to do so, and to the LTA and county tennis associations.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your information (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact one of the Committee members.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your rights, you may contact any member of the Committee by email, by telephone or by post.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.