

Privacy Policy

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and how we use it, how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.bromleysportsclub.co.uk or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) and other data protection and privacy laws applicable in the UK when dealing with your personal data. Further details on the GDPR and other relevant laws can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Bromley Sports Club. We can be contacted at 98 Plaistow Lane, Bromley BR1 3AS. Office Telephone number 0208 460 0281

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es)	<ul style="list-style-type: none"> - Managing the Member's membership of the Club - Creating and managing the Club's online Membership directory - Keeping members informed of general information concerning the Club - To send invoices for membership and coaching renewals - Verifying the identity of members 	<ul style="list-style-type: none"> - For the purposes of our legitimate interests in operating the Club - We will seek the Member's consent on their membership application form and each membership renewal form in respect of listing in the Membership directory. - The Member may withdraw their consent for their details to appear in the membership directory at any time by contacting us by email or letter
The names and ages of the Member's dependants	Managing the Member's and their dependants' membership and coaching at the Club	Performing the Club's contract with the Member.
Emergency contact details	<ul style="list-style-type: none"> - Contacting next of kin in the event of emergency - Making coaching team aware of medical conditions 	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	<ul style="list-style-type: none"> - Managing membership categories which are age related - Ensuring staff to child ratios are maintained - Providing data to governing bodies such as the LTA, ECB and SRA 	<ul style="list-style-type: none"> - Performing the Club's contract with the Member - Compliance with applicable law - For the purposes of our legitimate interests in operating the Club
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
Photos and videos of members	<ul style="list-style-type: none"> - Putting on the Club's website and social media pages. - For identification purposes on membership cards 	<ul style="list-style-type: none"> - We will seek the Member's consent on their membership application form and each membership renewal form. - The Member may withdraw their consent at any time by contacting us by e-mail or letter
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member
Medical conditions	To ensure the correct level of care is available should this be required	Protecting the Member's vital interests and those of their dependants

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU without making sure that the transfer ensures that the data is adequately protected or otherwise with your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. Other than as described below, we will not share your personal data with any third parties without your prior consent (which you are free to withhold).

5.2 We may share your personal information with:

(a) other stakeholders relating to the sports played at the Club. This will include sports governing bodies, other clubs and league organisers. They will use the information for the purposes of organising matches and administering the relevant sport;

(b) third party service providers who will use it for the purposes described in section 3 above; and/or

(c) government authorities and/or law enforcement officials if required to do so by law.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations or for the purposes of our legitimate interests associated with you having been a member of the Club. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations (e.g. compliance with tax requirements and exemptions), and for the purposes of our legitimate interests (e.g. the establishment exercise or defence of legal claims).

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Club Office:

Penny Day
Bromley Sports Club
98 Plaistow Lane
Bromley
Kent
BR1 2AS

Tel: 020 8460 0281

Email: admin@bromleysportsclub.co.uk