



# Data Protection & Privacy Policy

## Introduction

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of the Ongar Squash & Racketball Club (OSRC).

## How we collect your information

OSRC may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- From someone else who has applied for membership on your behalf (for example a family member or your squash coach who has provided us with your contact details for that purpose).

## The types of information we collect

OSRC may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address (es), telephone numbers and postal address (es) and records of communications and interactions we have had with you).

## How we use personal data

Personal data provided to the OSRC will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express. More generally, we will use your personal data for the following purposes:

- Administration of your OSRC membership (including on line court booking; taking payment of membership fees and court payments; informing you about club facilities, rules and regulations).
- Communication about OSRC activities that we think may be of interest to you;
- Promoting the OSRC

## Your marketing preferences

OSRC will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of the OSRC. Examples of these essential service communications are:

- Records of transactions.

- Membership related mailings such as your membership renewal reminder, newsletters, notices of formal meetings and information about facilities and social events.

### **Sharing your information with others**

OSRC do not sell personal data for other organisations.

OSRC only share data with other trusted partners for the purposes of administrating your membership (as outlined in 'How we use personal data').

### **How long your information is kept**

OSRC keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid OSRC membership.

### **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 data (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.

### **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 legal rights, you may contact:

**Dave Honeywell** (07766 201851) [davehoneywell01@gmail.com](mailto:davehoneywell01@gmail.com) or

**Cath Honeywell** (07850 969389) [cath.honeywell@gmail.com](mailto:cath.honeywell@gmail.com)