



Rathgar Tennis Club
Herzog Park, Rathgar, D06 YH48, Dublin 6.
www.rathgartennis.ie

01- 4902082 | info@rathgartennis.ie

RATHGAR TENNIS CLUB PRIVACY POLICY SUMMARY

When you give Rathgar Tennis Club your personal information, such as your name, contact details and date of birth, this will be held and processed by Rathgar Tennis Club for the following purposes:

For internal purposes including:

- Monitoring club membership
- Informing members of programs and events organised by RTC and others
- Organising league teams, ladders and other competitions

For external purposes including:

- League and other competition information where details are required
- Compliance with the needs of relevant bodies associated with RTC, such as Tennis Ireland, DLTC and Leinster Tennis
- Promoting Rathgar Tennis Club and activities through use of photos on the club website and social media. **Under 18s team member photographs may be taken unless parents specifically withhold permission by informing team organisers.** Adult members who have withheld permission will **not** have their photos taken.

Online information is password protected and hard copy will be stored in a secure location.

You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner. See www.dataprotection.ie for further information.

Please sign and date the attached policy document at **page 5** if you are satisfied to provide your personal information on the basis outlined.

Rathgar Tennis Club

Herzog Park, Rathgar, D06 YH48, Dublin 6.
www.rathgartennis.ie

01- 4902082 | info@rathgartennis.ie

RATHGAR TENNIS CLUB PRIVACY POLICY DETAIL

1. What is a Privacy Policy?

1.1 This policy explains why we collect personal information about members of Rathgar Tennis Club, 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 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.

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. What personal information we collect and why?

2.1 The legal bases on which we collect and hold personal information are:

- to perform the Club's contract with the member
- to organise teams and competitions
- to operate and promote the club

2.2 Information is collected for the following purposes:

Type of information	Purposes	Shared?
Member's name, address, telephone number/s, e-mail address/es	Managing the Member's membership of the Club.	
Names, telephone numbers, email addresses, date of birth, Tennis Ireland numbers	Organising teams for competitions and leagues	Tennis Committee, team organisers, coaching staff, RTC noticeboard and website, WhatsApp groups, DLTC, Leinster Tennis, Tennis Ireland
Names of contact details of Committee Members and Coaches	To inform members and non members of their roles	On RTC website



Rathgar Tennis Club

Herzog Park, Rathgar, D06 YH48, Dublin 6.
www.rathgartennis.ie

01- 4902082 | info@rathgartennis.ie

Under 18s team member names, results and photographs (unless parental permission has been withheld by informing team organisers) Adult members' names, results and photos (if permission has not been withheld on this form)	To promote members' achievements and the club	On RTC noticeboard and website, emails,, social media, AGM reports, Committee reports
Case Management for Child Protection/Disciplinary Issues	Managing the member's membership of the club	Executive Committee and GARDAI or TUSLA if required
Images captured on club CCTV cameras	To protect club members and club property	Executive Committee and GARDAI, TUSLA, Club Insurance Company if needed

3. How do we protect your personal data?

- 3.1 We store hard copy in data in a secure location and online data is password protected.
- 3.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 3.3 For any payments which we may take from you online we use a recognised online secure payment system.
- 3.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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

- 4.1 When required your name, date of birth and contact details will be shared with bodies who co-ordinate tennis in Ireland and run competitions such as Tennis Ireland, DLTC and Leinster Tennis.
- 4.2 Should a safeguarding or disciplinary issue arise members' details will also be shared with the Gardai and Tusla.
- 4.3 We will endeavour to ensure that third party service providers who have access to your personal information such as the WebsiteShop, Tennis Ireland, DLTC and Leinster Tennis are fully compliant with GDPR.
- 4.4 Information will not be transferred outside the EU

Rathgar Tennis Club

Herzog Park, Rathgar
Dublin 6.



01- 4902082



info@rathgartennis.ie



www.rathgartennis.ie

Rathgar Tennis Club

Herzog Park, Rathgar, D06 YH48, Dublin 6.
www.rathgartennis.ie

01- 4902082 | info@rathgartennis.ie

5. How long do we keep your personal information?

5.1 As a general rule we will keep your information for 7 years after you cease to be a member. However, it may be held for a longer or shorter period depending on the type of data, the purpose for which it was collected (for example Child Protection/Disciplinary Case Management) and regulatory rules.

5.2 Names, photos and information on social media will be retained forever.

5.3 Images captured on CCTV cameras will be retained for a maximum of 28 days unless a specific issue is identified and they are required for an investigation or prosecution.

6. Your rights

6.1 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

6.2 You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner. Further details on the GDPR can be found at the website for the Data Protection Commissioner (www.dataprotection.ie or www.GDPRandYou.ie).

7. Consent

By ticking acceptance on the privacy policy email, I/We have received from Rathgar Tennis Club, I/We agree to provide my personal data to Rathgar Tennis Club on the terms outlined above. In the case of family membership, this authorisation applies to all members included in that membership.

Please tick acceptance or refusal of the terms offered on the email to which this correspondence is attached, and reply to the issuing email. All responses will be kept on record. Should you wish to modify your consent at a later time, please contact Rathgar Tennis Club Administrative office.

