



About This Privacy Policy

This privacy policy explains how Westcliff Lawn Tennis Club collects, uses, stores, and protects your personal data. It applies to adult members and to junior members where data is provided by a parent or legal guardian.

We are committed to ensuring that personal data is processed lawfully, fairly, transparently, and securely in accordance with UK data protection law.

For the purposes of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025 (“DUAA 2025”), the data controller is:

Westcliff Lawn Tennis Club (the “Club”)
626 London Road
Westcliff-on-Sea
Essex
SS0 9HW

How We Collect Your Information

We may collect personal data in the following ways:

- **Directly from you**, including when you:
 - Apply for or renew membership
 - Make enquiries via our website
 - Enter competitions
 - Sign up for coaching, courses, or Club activities
- **From someone acting on your behalf**, such as:
 - A parent or family member
 - A tennis coach providing details for membership or participation
- **From third parties**, including:
 - The Lawn Tennis Association (LTA), where information is passed to us in connection with a query, complaint, or administrative matter involving the Club
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Types of Information We Collect

Contact and Communication Information

- Name
- Email address
- Telephone number
- Postal address
- Records of communications and interactions with the Club

Membership and Participation Information

- Membership status
- Use of Club facilities
- Competition and activity participation

Special Category Data

We may collect limited health or medical information where you voluntarily provide it. This information is used solely for safety, welfare, safeguarding, and participation purposes and is processed with appropriate safeguards in place.

How We Use Your Personal Data

Personal data will be used for the purposes explained at the time of collection and in line with any preferences you express. We use personal data for the following purposes:

- Administration of your Club membership, including:
 - Informing you about court and facility opening times or closures
 - Collecting and managing membership fees and payments
- Administration of the Wimbledon ballot
- Research and statistical analysis to understand participation within the Club
- Communication about Club activities, events, and opportunities that may be of interest to you
- Storing your data within secure membership management software used by the Club
- Promoting the Club and, where appropriate, promoting third-party goods or services (such as coaching courses, tennis events, or equipment suppliers), where this is necessary for our legitimate interests and/or where you have provided consent

The Club does not use automated decision-making or profiling in relation to personal data.

Lawful Basis for Processing

Under UK GDPR, the Data Protection Act 2018, and DUAA 2025, we process personal data on one or more of the following lawful bases:

- Performance of a contract (membership and services)
- Legal obligation

- Legitimate interests of the Club or a third party
- Consent (where required, particularly for marketing or special category data)

Your Marketing Preferences

You can control the type of communications you receive and how you receive them.

Certain essential service communications will be sent regardless of marketing preferences, including:

- Payment confirmations and transaction records
- Membership renewal reminders
- Essential operational updates

You can update your preferences or contact details by contacting us at:

Email: steve.wltc@yahoo.com

Post:

Club Captain, Westcliff Lawn Tennis Club
c/o 35 Richmond Drive
Westcliff-on-Sea
Essex
SS0 0PD

Sharing Your Information

We do not sell personal data.

Personal data may be shared only where necessary with:

- Club volunteers, for the administration of membership and delivery of Club benefits
- Suppliers and service providers, including coaches and tennis associations

All third parties are required to keep personal data confidential and to implement appropriate technical and organisational security measures in accordance with data protection law.

How Long Your Information Is Kept

We retain personal data only for as long as necessary for the purposes for which it was collected and in compliance with UK data protection law.

- Accounting and financial records, including invoices, payment records, and membership fee information, are retained for a minimum of six (6) years from the end of the relevant financial year to meet HMRC and legal requirements.
- All other personal data relating to your membership or participation in the Club (including contact details, communications, and participation records) will be

securely deleted or anonymised twelve (12) months after your membership is cancelled or expires, unless:

- Retention is required to meet a legal or regulatory obligation; or
- There is an ongoing dispute, safeguarding concern, or investigation.

We regularly review the data we hold to ensure it is not retained for longer than necessary.

Your Rights

Under UK GDPR and DUAA 2025, you have the right to:

- Request access to your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your personal data
- Object to processing based on legitimate interests
- Request restriction of processing
- Request data portability, where applicable
- Withdraw consent at any time (where consent is the lawful basis)

Contact and Complaints

If you have questions about this privacy policy, how your data is processed, or wish to exercise your rights, please contact:

Steve Wynn (Club Captain)

Email: steve.wltc@yahoo.com

Post:

Club Captain, Westcliff Lawn Tennis Club

c/o 35 Richmond Drive

Westcliff-on-Sea

Essex

SS0 0PD

If you are not satisfied with how your personal data has been handled, you have the right to complain to the Information Commissioner (ICO). Further information about your rights is available on the ICO website.

Last updated 2026