

Ballyjamesduff Tennis Club (hereafter “the Club”) endeavours to act at all times in compliance with the requirements of the Data Protection Act.

Members

The Club requires and retains basic personal data, typically only in the form of contact details, in respect of each of its Members (e.g., name, address, date of birth, telephone numbers, email addresses). This information is requested as part of the membership application process. Such personal data is retained by the Club for administration purposes throughout the term of each Member’s membership and may also be retained for a period of up to five years after a Member’s membership has ceased so that the Club may provide former Members with promotional notices regarding the Club. A former Member who does not wish to receive such notices can advise the Club Office and all such personal data will be deleted.

The Club (i.e. the Club Administrator, members of the Club Committee and the Club Coaches) may contact its Members through any medium for which the Member has supplied a contact detail (e.g., by telephone, text, post or email). It is the Members responsibility to contact the Club Administrator at the Club Office advising of any changes to the information they have provided the Club.

Except where required by law to do so, the Club will never provide a Member’s personal data to any third party except to a competition organiser for the purposes of confirming the Member’s details where that Member is or has entered into a league or competition recognised by the Club. However, the nature of a Club is such that Members often request the contact details of other Members from the Club Office in order to arrange competitions or matches. A Member must advise the Club Office if they do not want their contact details, or certain contact details to be available to other Members.

The Club uses various third party systems (Its Plain Sailing, Stripe, Facebook, Instagram and WhatsApp) to help administer the Club and contact members. Certain Personal data is stored on these systems, access to these systems is password protected and limited to the Club Administrator and certain members of the Club Committee. However we are relying on these third party systems to protect the data stored with them.

For the purposes of this Statement, a Member shall be taken to also mean a Unit of Membership, as in a family membership where applicable.

CCTV

The Club employs CCTV for the security of its premises and property. This is intended to capture images of intruders or of individuals damaging property or removing property without authorisation. Images are in general not stored beyond a period of 10 days, save where the images may identify an issue – such as a break-in or theft – and are retained specifically in the context of an investigation of that issue. Access to CCTV footage is strictly restricted to authorised personnel only.

Website and Member Apps

The Club runs a website (<https://www.ballyjamesdufftennisclub.ie>). Members only have read access to the contents of the site. The club also uses [https://www.itsplainsailing.com/org/bjdtennisclub /](https://www.itsplainsailing.com/org/bjdtennisclub/) which allows Members to pay membership subscriptions, book courts, enrol in coaching and other events.

Collection and use of personal information

We do not collect any personal data about you on our site, apart from information which you volunteer (for example by e-mailing us or by using our feedback facility). Any information which you provide in this way is not made available to any third parties.

Collection and use of technical information

Technical details in connection with visits to our site are logged by our internet service provider for our statistical purposes. No information is collected that could be used by us to identify website visitors.

Online Payments

We use a proprietary system its plain sailing on our website to collect members subscriptions and junior coaching fees. All payments are processed using Stripe which ensures the security of the transaction.

Club Staff

The Club is also an employer. All data held in respect of its staff is strictly restricted to authorised personnel only.

Complaints

If any Member has a complaint in respect of the use of their personal data by the Club, they are advised to contact the Club Office in the first instance, or write to the Club Committee (bjdtennisclub@gmail.com).

Changes to our Privacy Statement

We reserve the right to change this Privacy Statement from time to time at our sole discretion. If we make any changes we will post these changes on the website.