

# Castleknock Lawn Tennis Club Privacy Notices

## APPENDIX 1- Castleknock Lawn Tennis Club Privacy Notices

### *Privacy Notice*

Castleknock Lawn Tennis club is collecting this personal information from members for the following reasons:

- A. To ensure that the club member has paid annual fees
- B. To enable the club to monitor club membership levels and share figures with TI (Governing Body) and this will be retained for 7 years
- C. To highlight to members that member names and achievements may be contained in committee reports & AGM reports & Club noticeboard/e-zine/website/social media and these will be retained forever.
- D. To advise that if members undertake an Access NI check through the Club their name, role and date of check will be added to the Club Access NI monitor for 3 years.
- E. To advise members that personal information may be shared in a child safeguarding issue (to be retained for 7 years) or disciplinary issue (to be retained for 6 years from the end of the complaint) with relevant bodies including eg PSNI, Gardai, NSPCC, Tennis Ireland.
- F. To advise members if they put themselves forward for team selection their name, date of birth and results will be used for selection purposes by the Club Selection Committee and will be retained for 1 year.
- G. To advise members that if selected for a league team, Tennis Ireland or Branch squad and/or Team their name will be shared with the league, squad or team organisers
- H. To advise members that name, results and/or key achievements, including photographs, may be included on the website to promote the Club
- I. To inform members that personal information added will be on the Club website until 7 years after the website contract ends
- J. To advise members that name, results and/or key achievements, including photographs, may be included in the club e-zine/Facebook/Twitter to promote the Club
- K. To inform members that personal information on the e-zine, Facebook & Twitter will be retained forever
- L. To inform members that the membership form will be retained by the Club for 7 years
- M. Advise members that Club Committee Post Holders and Safeguarding Officer names, telephone number and email address may be shared with UBTI in the annual Club Declaration Form and this will be retained for 7 years.

**IF YOU AGREE WITH THESE PLEASE CAN YOU SIGN & DATE THE FOLLOWING STATEMENT TO PROVIDE YOUR CONSENT:**

***"Do you agree that the information you have given on the membership form is accurate and are you content to provide information to the Club on the basis outlined above?"***

Member Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

