

## Data Protection and Privacy policy

At Harrogate & District Tennis League (HDTL) we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who play in the HDTL, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time and it is displayed on our website.

Any questions regarding this Policy and our privacy practices should be sent by email to the league secretary.

### **Who are we?**

HDTL is a local tennis league comprising local clubs. [HDTL.co.uk](http://HDTL.co.uk)

### **How do we collect information from you?**

We obtain information about club contacts and team captains on a League entry form at the start of the season. Changes are notified to the secretary over the season. League results are submitted to the secretary and recorded online in a results database by the club contacts.

From February 2019 the permission of the contact will be requested on the League Entry form, and a copy of this policy will be attached.

### **What type of information is collected from you?**

The personal information we collect on the form for club captains and club reps includes your club name, your name, address, email address, and mobile telephone number. For matches only the player's name is collected.

The data held is deleted each year in March, and new data recorded for the start of the season in May.

### **Who has access to your information?**

The league secretary keeps the club captains, club reps and HDTL committee contact details on paper as received, and in a Hotmail account for legitimate purposes relating to the business of the league. Players may contact the league secretary direct with a query but these email addresses are not stored.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. In order to carry out legitimate purposes to enable the HDTL to operate we need to be able to contact club reps and team captains. The mobile number and name of the captain and club rep is on the website but no email address. Captains need to be able to contact each other for the legitimate purposes of the league.

### **How you can access and update your information**

The accuracy of your information is important to us. You have the right to request a copy of the information we hold about you so that you can ensure its accuracy. You also have the 'right to erasure'. You can do this by sending an email to the league secretary as above.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely.

### **Links to other websites**

Our website may contain links to the LTA websites for league results and tournament entry. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.