

## **Abbeydale Squash and Fitness Club Privacy Statement**

This privacy policy explains how personal information we collect about you when you join as a member of Abbeydale Squash and Fitness Club (ASFC) will be used, retained and protected.

ASFC is a squash, racketball and fitness facility based at Abbeydale Sports Club, Abbeydale Road South, Sheffield. Under the umbrella of ASFC is MT Academy which is a junior squash academy run by the club professional at ASFC.

ASFC is the data controller for the purposes of appropriate data protection laws including GDPR, we are a separate organisation to Abbeydale Sports Club and other associated clubs based at Abbeydale, if you are a member of any of the other clubs they will have their own data protection procedures and privacy statements.

When you become a member of Abbeydale Squash and Fitness Club certain information about you will be collected which will include your name, date of birth, gender, email address, address, telephone number and basic medical information.

### **How information about you will be used**

We will use your information to fulfil the requirements of your membership. The extent of how we will use your information will be dependent upon your type of membership (gym only, rackets only, gym and rackets membership or MT Academy membership). Those uses might include:

### **Membership and club management**

- Processing of membership forms and payments
- Organising and publishing ASFC leagues and match results
- Providing details to England Squash to fulfil affiliation requirements (for members who play or may play in a competitive league representing ASFC such as Sheffield and District or Yorkshire League).
- Share anonymised data with committee members to provide information about club activities and membership figures
- Sharing data with leagues, county associations and other competition providers for entry into events
- Facilitating court bookings

### **Communication**

It is important that we are able to contact you by email, telephone or letter using the contact details obtained when you took out your membership to keep you updated about changes and news related to the operation of ASFC. This could be to:

- Send general (non-marketing) communications relating to ASFC, such as bank holiday closure times, initiatives being undertaken by ASFC and other information deemed relevant to the management of ASFC.

### Who we will share your information with:

ASFC do not sell, trade or rent your personal details to third parties unconnected to facilitating your membership. Details provided to suppliers and/or data processors connected to ASFC are for the purposes of the fulfilment of our operations only eg: enabling court bookings and payments are processed.

Dependant on your membership type and how you pay your membership fee your information may be shared with organisations that provide us with the following services:

- processing card payments
- facilitating court bookings
- MT Academy bookings
- turnstile entry

### Access to your information and correction of personal details

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email: [admin@aprfc.email](mailto:admin@aprfc.email). We will be obliged to offer any appropriate details within 30 days of the request. Please do advise us if you are seeking a specific piece or pieces of data. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

We will only control your data for as long as it is deemed necessary after which time it will be securely deleted. Our data protection procedures outline the following timescales for deletion of data:

<b>Data Type</b>	<b>Length of time held after membership is lapsed.</b>
Adult Membership data	Up to three years.
Junior MT Academy data	Up to one year.

### Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this page. This privacy policy was last updated in May 2018.

### How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you by email: [admin@aprfc.email](mailto:admin@aprfc.email).

**Contact Information:** Abbeydale Squash and Fitness Club, Abbeydale Sports Club, Abbeydale road South, Sheffield, S17 3LJ. Tel: 0114 262 0550