



Protecting your privacy

Introduction

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data and keep it safe.

We know that there's a lot of information here, but we want you to be fully informed about your rights, and how HOTSHOTZ uses your data.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

What is HOTSHOTZ Tennis?

HOTSHOTZ is a tennis coaching organisation which promotes and runs the programs at three clubs (Horsmonden LTC, Staplehurst C&TC and Maidstone LTC) and local primary and secondary schools. We promote tennis to all ages, gender and backgrounds offering group, private, cardio lessons, tournaments and holiday camps.

Explaining the Legal Bases we rely on

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including:

Contractual obligations

We need your personal data to comply with our contractual obligations when conducting coaching renewal forms for termly groups, holiday camps and Junior tournaments.

Legal compliance

We maintain Insurance Coverage which may from time to time infer a Legal requirement upon us to collect and process your data.

Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our organisation and which does not materially impact your rights, freedom or interests.

For example, we will use your data for group, camp and tournament registers.

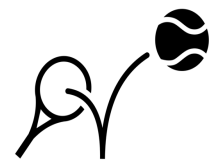
Consent

During the termly process of coaching renewal forms we can collect and process your data with your consent.

When collecting your personal data, we'll always make clear to you why it is necessary for HOTSHOTZ to process your data.

When do we Collect your Personal Data?

During the Termly process of coaching renewal forms, directly from you, when making enquires through the website, text or email, holiday camp bookings or Tournament Entries and infrequently when you advise us of any change.



What Sort of Personal Data do we Collect

- Full Name
- Other Family members Names
- Contact Numbers (Home and Mobile)
- Email
- Date of Birth (mainly for Juniors)
- Health and Medical conditions (to better cater for your needs)
- Consent for Photos/videos/film to be used for promotional purposes for example Website, brochure, holiday camp tournament leaflets and social media.
- Photographs taken during Events such as holiday camps and tournaments.

How and Why do we Use your Personal Data?

We treat your data with the utmost care and take appropriate steps to protect it.

Personal data provided to us will be used for the explicit purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

Most commonly, we will use your personal data for the following purposes:

- Administration of your coaching, camp/tournament bookings;
- Communication about our activities that we think may be of interest to you;
- Compliance with the LTA;
- Compliance with our Insurers;
- As an organisation for our legitimate interests (for example increasing participation in the game).

How we Protect your Personal Data

We understand how much data security matters to our customers. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it. We will ensure your physical data is safely and securely stored and all electronic data subject to encryption.

How long will we Keep your personal data?

We keep your personal data only for as long as necessary for each purpose we use it. For most coaching renewal forms, this means we retain it for so long as you have a valid place with in our coaching programs and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

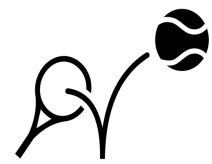
Who do we share your personal data with?

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us maybe shared with the following third parties, where necessary: our coaches, organise you (administration company) volunteers, club committees and other clubs for team tennis matches.

Where your Personal Data may be Processed

Your data is processed by Zane Cheeseman and by our third-party partners on my behalf, such as Coaches, Organise You(PA), PayPal our Photographers.



What are your Rights over your Personal Data?

An overview of your different rights

You have the right to request:

- Access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop using your personal data for any marketing or promotional activities
- That we stop any consent-based processing of your personal data after you withdraw that consent.

You can contact us to request to exercise these rights at any time as follows:

To ask for your information please contact The Data Protection Officer, 91 Roman Way, Boughton MonChelsea, Maidstone Kent, ME17 4SH or email zane@hotshotztennis.co.uk.

If we choose not to action your request, we will explain to you the reasons for our refusal.

Your right to withdraw consent

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

Where we rely on our legitimate interest

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

Marketing and Promotional Communications

You have the right to stop the use of your personal data for direct marketing activity by clicking **unsubscribe** at the bottom of our emails or by contacting us. We must always comply with your request.

Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them by calling **0303 123 1113**.

Or go online to www.ico.org.uk/concerns (opens in a new window; please note we can't be responsible for the content of external websites)

Any questions?

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, contact our Data Protection Officer who will be pleased to help you:

- Email us on zane@hotshotztennis.co.uk
- Or write to us at **91 Roman Way, Boughton MonChelsea, Maidstone, Kent, ME174SH**