

**This privacy policy is intended to show you what personal data the Bourne Club collects and processes.**

### **THE PERSONAL DATA THE BOURNE CLUB COLLECTS**

Identity data: First name, last name, DOB and gender

Contact data: email address, postal address and telephone numbers

Log in information: Member ID and Password

The Bourne Club does not collect and hold data from any other source.

### **THIRD PARTY DATA SHARING**

The Bourne Club will never share your data with any third party under any circumstances unless required to by law.

### **HOW THE BOURNE CLUB USES YOUR PERSONAL DATA**

The Bourne Club will only use your personal data when the law allows it to. Most commonly:

1. To contact you about your membership subscription
2. To allow other members to contact you to arrange tennis, squash and badminton games
3. To contact you about Bourne Club matters like the AGM
4. To inform you about social and other Bourne Club events
5. When the Bourne Club needs to comply with a legal or regulatory obligation
6. The Club regularly uses images from tournaments, matches and events on social media

### **SELECTION OF PERSONAL DATA**

You can select what personal data other members can see at any time by logging in to the Court Booking system (on-line only):

Select "Your Information"

Select "Your Profile"

Select the "Personal Data" tab

Select those items of Personal Data you wish to be shown to other members.

If you cease to be a Club Member, your personal data will be deleted.

### **YOUR RIGHTS**

You have rights under UK data protection laws in relation to your personal data.

You have the right to:

1. Request access to your personal data (commonly known as a "data subject access request")
2. You may ask to receive a copy of the personal data Bourne Club holds about you
3. Request correction of personal data. You may have any incomplete or inaccurate data the Bourne Club holds about you corrected,

although the Bourne Club may need to verify the accuracy of the new data you provide.

### **DATA SECURITY BREACHES AND COMPLAINTS**

The Bourne Club Manager should be contacted in the event that a member becomes aware of a data security breach or wishes to make a complaint regarding the processing of personal data.

### **Cookies**

The Bourne Club website uses cookies to help improve it's performance and give you the best possible experience.

### **What are Cookies**

Cookies are small files saved on your machine when you visit a website with cookies enabled. This information can vary between sites. We have outlined details of our cookie usage below.

### **Our Cookie Usage**

**Google Analytics:** We currently use Google analytics to track visitors to our website. This helps us understand what services, events, activities and sports are of interest to our members and potential new members. The Google cookies do not contain any personal information, and the public site will operate normally with cookies disabled. You can view Googles privacy policy by visiting [here](#).

**Site Authentication:** The club uses an electronic booking service which allows members to book courts and access the members area of the website. This service uses cookies to store authentication information but does not contain any personal details. The members area and booking system may **not** work correctly with cookies disabled.