



## Sunday's Well Boating & Tennis Club

(Incorporating the Cork & County Club)

Mardyke, Cork, Ireland.

Telephone: 021 4272733 Fax: 021-4275420

Email: tennis@indigo.ie

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### DATA PROTECTION AND PRIVACY NOTICE

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#### 1. INTRODUCTION

- 1.1 For the purposes of data protection law, the Club entity you are a member of “Sunday's Well Boating & Tennis Club” acts as a data controller in respect of your Personal Data. Sunday's Well Boating & Tennis Club is responsible for ensuring that it uses your Personal Data in compliance with data protection law.
- 1.2 This Member Data Protection and Privacy Notice sets out the basis on which any Personal Data about you that you provide to Sunday's Well Boating & Tennis Club, that Sunday's Well Boating & Tennis Club creates, or that Sunday's Well Boating & Tennis Club obtains about you from other sources, will be processed.
- 1.3 The following definitions shall apply to this Membership Data Protection and Privacy Notice:

**“Sunday's Well Boating & Tennis Club”, “we or “us”**

**“Personal Data”** means any data which relates to a living individual who can be identified from that data or from that data and other information which is in the possession of, or is likely to come into the possession of, Sunday's Well Boating & Tennis Club (or its representatives or service providers). In addition to factual information, it includes any expression of opinion about an individual and any indication of the intentions of Sunday's Well Boating & Tennis Club or any other person in respect of an individual.

**“Regulatory Body”** means any regulatory body by which Sunday's Well Boating & Tennis Club is or becomes regulated.

#### 2. THE TYPES OF PERSONAL DATA WE COLLECT

- 2.1 Sunday's Well Boating & Tennis Club will collect and process the following Personal Data about you:

- **Information that you provide to Sunday's Well Boating & Tennis Club.** This includes information about you that you provide when you join Sunday's Well Boating & Tennis Club, as well as any information provided by you subsequently (for example, information provided to the office)
  - details of your name, contact information, date of birth, marital status, emergency contact details.
  - information about your health;
  - details of you and your family provided to us for the purposes of Club business and activity
  
- **Information Sunday's Well Boating & Tennis Club collects or generates about you.** This includes :
  - details of training undertaken by you;
  - information about your health;
  
- **Information Sunday's Well Boating & Tennis Club obtains from other sources.** This includes :
  - Tournament Details

### **3. HOW WE USE YOUR INFORMATION**

3.1 Your Personal Data may be stored and processed by Sunday's Well Boating & Tennis Club in the following ways and for the following purposes:

- Sunday's Well Boating & Tennis Club will use the private contact details relating to you and your family (and that you have provided to us for emergency purposes) only in connection with an emergency
- For the effective administration and operation of Sunday's Well Boating & Tennis Club IT systems;
- In order to carry out and administer the operation of Sunday's Well Boating & Tennis Club business.

3.2 Sunday's Well Boating & Tennis Club is entitled to use your Personal Data in these ways because:

- The use of your Personal Data as described is necessary for its legitimate club business interests (or the legitimate interests of Sunday's Well Boating & Tennis Club), such as:
  - Allowing Sunday's Well Boating & Tennis Club to effectively and efficiently administer and manage the operation of its Club business;
  - Ensuring a consistent approach to the management of Sunday's Well Boating & Tennis Club membership
  - Maintaining compliance with internal policies and procedures
  - Being able to contact you or your family in the event of an emergency.

### **4. DISCLOSURE OF YOUR INFORMATION TO THIRD PARTIES**

4.1 Sunday's Well Boating & Tennis Club may disclose your Personal Data in the circumstances outlined below:

- the management and administration of Sunday's Well Boating & Tennis Club's business;
- compliance with applicable laws, rules and regulations, and internal policies and procedures across Sunday's Well Boating & Tennis Club
- where your Personal Data is held as part of an internal directory, enabling adequate communication with you by the members of Sunday's Well Boating & Tennis Club for the purpose of club related activities or for emergency reasons
- the administration and maintenance of the databases storing Personal Data.

4.2 Sunday's Well Boating & Tennis Club may also share your Personal Data outside of Sunday's Well Boating & Tennis Club for the following purposes:

- with third party agents, services to us (for example, Sunday's Well Boating & Tennis Club advisors, third parties responsible for Sunday's Well Boating & Tennis Club members benefits such as Tennis Ireland and associated branches, other club and IT and communications providers). These third parties will be subject to confidentiality requirements and they will only use your Personal Data as described in paragraph 3;
- to the extent required by law, for example if Sunday's Well Boating & Tennis Club is under a duty to disclose your Personal Data in order to comply with any legal obligation, or to establish, exercise or defend its legal rights.

## **5. TRANSFERS OF PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA**

*Currently not applicable.*

## **6. RETENTION OF PERSONAL DATA**

6.1 How long Sunday's Well Boating & Tennis Club will hold your Personal Data for will vary and will be determined by the following criteria:

- the purpose for which Sunday's Well Boating & Tennis Club is using it. Sunday's Well Boating & Tennis Club will need to keep the data for as long as is necessary for that purpose
- legal obligations – laws or regulation may set a minimum period for which Sunday's Well Boating & Tennis Club has to keep your Personal Data.

## **7. YOUR RIGHTS**

7.1 You have a number of legal rights in relation to the Personal Data that Sunday's Well Boating & Tennis Club holds about you. These rights include:

- the right to obtain information regarding the processing of your Personal Data and access to the Personal Data which Sunday's Well Boating & Tennis Club holds about you;
- the right to withdraw your consent to the processing of your Personal Data at any time. Please note, however, that Sunday's Well Boating & Tennis Club may still be entitled to process your Personal Data if it has another legitimate reason (other than consent) for doing so;
- in some circumstances, the right to receive some Personal Data in a structured, commonly used and machine-readable format and/or request that Sunday's Well Boating & Tennis Club transmit that data to a third party where this is technically feasible. Please note that this right only applies to Personal Data which you have provided to Sunday's Well Boating & Tennis Club

- the right to request that Sunday's Well Boating & Tennis Club rectify your Personal Data if it is inaccurate or incomplete;
- the right to request that Sunday's Well Boating & Tennis Club erase your Personal Data in certain circumstances. Please note that there may be circumstances where you ask Sunday's Well Boating & Tennis Club to erase your Personal Data but Sunday's Well Boating & Tennis Club is legally entitled to retain it;
- the right to request that Sunday's Well Boating & Tennis Club restrict its processing of your Personal Data in certain circumstances. Again, there may be circumstances where you ask Sunday's Well Boating & Tennis Club to restrict its processing of your Personal Data but Sunday's Well Boating & Tennis Club is legally entitled to refuse that request; and
- the right to lodge a complaint with the data protection regulator (details of which are provided below) if you think that any of your rights have been infringed by Sunday's Well Boating & Tennis Club

7.2 You can exercise your rights by contacting Sunday's Well Boating & Tennis Club using the details set out in paragraph 8 below.

7.3 You can find out more information about your rights by contacting the Information Commissioner, or by searching their website at [www.sundayswelltennis.ie](http://www.sundayswelltennis.ie).

## **8. QUESTIONS AND CONCERNS**

8.1 If you have any questions or concerns about Sunday's Well Boating & Tennis Club's handling of your Personal Data, or about this Policy, please contact our Privacy Officer using the following contact information:

*Address:* Sunday's Well Boating & Tennis Club, Mardyke, Cork  
Attention: Privacy Officer

*Email Address:* [tennis@indigo.ie](mailto:tennis@indigo.ie)

8.2 We are usually able to resolve privacy questions or concerns promptly and effectively. If you are not satisfied with the response you receive from our Privacy Officer, you may escalate concerns to the applicable privacy regulator in your jurisdiction. Upon request, Sunday's Well Boating & Tennis Club's Privacy Officer will provide you with the contact information for that regulator.