PRIVACY NOTICE

(updated 9 Feb 2026)

The Data Protection Act 2018 ('the Act') is the UK's implementation of the EU 'General Data Protection Regulation' or 'GDPR'. This Act controls how your personal information is used by The Milford Tennis and Squash Club ('the Club').

As the information provided on membership application and renewal forms is only used on the basis set out in the Privacy Notice, completing these forms and paying the subscription is on the basis that members have read and accepted the terms of the Privacy Notice. The Privacy Notice is available on the Club website.

The Club fully endorses and adheres to the data protection principles and will:

- Only collect information needed for the administration of the Club
- Only use the information to contact members in relation to Club activities
- Keep the information secure and only use fairly, lawfully and transparently
- Ensure the information is relevant and up to date so far as is provided by Members
- Only hold as much information as we need and for as long as we need
- Allow Members to see the information held on request

Information Held:

Information provided by Members on renewal or on their application forms is held on password controlled membership software managed by LTA ClubSpark. ClubSpark is fully compliant with local data protection legislation with their own privacy Notice https://clubspark.com/privacy-policy . Data comprises:-

Adult members: Name, address, telephone numbers and email address.

Junior members: As above plus date of birth required to specify category of membership (A or B).

It is the members' responsibility to let the Club know of any changes to a Member's personal data.

Data is moved to a restricted section of the membership software when Members cease to be Members for any reason. This ex-Members' section is only used if a new Member joins and indicates they have previously been a Member and do not wish to pay another entry fee.

Parents of Junior Members also are invited to complete a Junior Registration form which in addition contains details of any special care needs, dietary requirements, allergies or medical conditions. This medical information is held on the secure password protected Clubspark database.

CCTV has been installed with 4 cameras: the car park, the foyer, the bar area and the squash corridor. This is for the prevention and detection of crime and the security of the premises. The Membership Secretary is responsible for the operation of the system. Access to the system is password controlled.

Use of Information by the Club:

Members will be contacted by email in connection with club activities using their email addresses as entered on Mailchimp, which acts as a data processor. Mailchimp is fully compliant with local data protection legislation. Members may request to be removed from Mailchimp at any time by contacting the Membership Secretary

In the case of squash members, their email address is entered on Ebooking.com to allow Members to book squash courts. The emails can also be used by Club management to contact Members related to Club Squash activities. Ebooking.com is fully compliant with local data protection legislation.

Squash/racketball members who play in the Dorset league will be responsible individually to register as part of 'leaguemaster', with its own privacy policy.

In the case of tennis Members, Members enter their full name; gender; date of birth and contact details onto ClubSpark, which is the LTA software used for booking tennis courts, and other tennis related activities. ClubSpark is fully compliant with local data legislation.

Basic data (name, date of joining and membership type) for all Members is held on the Paxton Net2 access control system. This is a stand alone system held on the Club computer and is password controlled. This is purely used to control the fobs used by Members to access the Club.

The Club's website is accessible by Members and the general public. No personal data or images are shown on the website without the permission of the person affected.

Images from the CCTV will only be disclosed to authorised third parties such as the Police when investigating a crime.

Security:

Data will never be passed to other third parties or used in any way not directly related to Club activities. The membership database is held on ClubSpark and the Membership Secretary's computer. In both cases, the software is password controlled.

The Net2 access control data is held on the Club Computer and the Software is password controlled.

Registration:

The Club has registered with the Information Commissioner's Office under reference ZA306046. The Management Committee Chair is recorded as the Data Controller.

Your Legal Rights:

Members may contact the Membership Secretary to see a copy of the information held for them on the membership software.

Members have the right to request the removal of any images on the Club website with immediate effect.

Contacts and Complaints:

If you have any queries about this Privacy Notice or how we process your personal data you may contact the Club Secretary by email at: club@milfordtennisandsquash.net Full details of our privacy data policies are also available on request.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under the Act from the Information Commissioner's Office website: www.ico.org.uk.

ENDS