2026

Sedgefield Squash Club

GDPR POLICY

SEDGEFIELD SQUASH CLUB COMMITTEE

GDPR Privacy Policy for Sedgefield Squash Club

1. Introduction

This Privacy Policy explains how Sedgefield Squash Club collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are committed to safeguarding the privacy of our members, visitors, volunteers, and staff.

2. Data Controller

Sedgefield Squash Club Address: In the Grounds of Ceddesfeld Hall, Rectory Row, Sedgefield TS21 2AE Email: **info@sedgefieldsquashclub.co.uk**

The Club Committee acts as the Data Controller.

3. What Personal Data We Collect

We may collect the following categories of personal data:

- **Membership information** — name, address, email, phone number, date of birth
- **Emergency contact details**
- **Payment information** — membership fees, transaction records (we do *not* store card details)
- **Competition and coaching records**
- **Court booking information**
- **Medical information** (only if voluntarily provided for safety reasons)
- **Photographs or videos** for promotional purposes (only with consent)

4. How We Use Personal Data

We process personal data for the following purposes:

- Managing club membership and renewals
- Administering leagues, competitions, and coaching sessions
- Communicating club updates, events, and notices
- Managing court bookings and facility access
- Ensuring safety and safeguarding
- Processing payments
- Meeting legal and insurance obligations
- Promoting club activities (with consent)

5. Legal Basis for Processing

We rely on one or more of the following lawful bases:

- **Contract** — to provide membership services

- **Legal obligation** — e.g., safeguarding, accounting
- **Legitimate interests** — running and improving the club
- **Consent** — for photos, marketing, or optional data
- **Vital interests** — emergency medical information

6. Data Sharing

We may share data with:

- National governing bodies (e.g., England Squash) for competition or affiliation
- Payment processors
- Insurance providers
- Coaches or volunteers where necessary
- IT service providers (booking systems, email systems)

We do **not** sell personal data.

7. Data Retention

We keep personal data only as long as necessary:

- Membership records: **up to 6 years** after membership ends
- Accident or safeguarding records: **as required by law**
- Financial records: **6 years**
- Photos/videos: until consent is withdrawn

8. Data Security

We take appropriate measures to protect personal data, including:

- Password-protected systems
- Restricted access to committee members only
- Secure payment processing
- Regular review of data handling practices

9. Your Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction or deletion
- Restrict or object to processing
- Withdraw consent at any time
- Request data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise your rights, contact **info@sedgefieldsquashclub.co.uk**

10. Photography and Media

We will only use photographs or videos of members for promotional purposes with explicit consent. Parents/guardians must provide consent for juniors.

11. Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website or noticeboard.

12. Contact

For questions about this policy or your data rights, contact: **Sheila Peden** Email: **info@sedgefieldsquashclub.co.uk**