



Like many businesses and sporting organisations Middlesex Junior Squash have recently updated our Privacy Policy to comply with the updated data protection laws. Please read the following to be conversant with our latest policies.

Middlesex Junior Squash Privacy Notice

This is the privacy notice of Middlesex Junior Squash In this document, “we”, “our”, or “us” refer to Middlesex Junior Squash.

We are a non-profit organisation run by a duly elected committee. Committee contact details are posted on our website: www.middlesexjuniorsquash.co.uk/policies/.

All correspondence or inquiries about our Data Protection policy should be sent to Essex Junior Squash secretary middlesexjuniorsquash@gmail.com

Introduction

1. This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information.
2. We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website, anyone who engages with us through electronic email or written correspondence are entitled to know that their personal data will not be used for any purpose unintended by them and will not accidentally fall into the hands of a third party.
3. We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.
4. Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).
5. The law requires us to tell you about your rights and our obligations to you in regard to the processing and control of your personal data. We do this now, by requesting that you read the information provided at **www.knowyourprivacyrights.org**
6. Except as set out below, we do not share, or sell, or disclose to a third party, any information collected through our website or via purchases or the contact form.

The bases on which we process information about you

The law requires us to determine under which of six defined bases we process different categories of your personal information, and to notify you of the basis for each category.

If a basis on which we process your personal information is no longer relevant then we shall immediately stop processing your data.

If the basis changes then if required by law we shall notify you of the change and of any new basis under which we have determined that we can continue to process your information.

1. Information we process because we have a contractual obligation to you

When you buy a product or service from us, a contract is formed between you and us.

In order to carry out our obligations under that contract, we must process the information you give us. Some of this information may be personal information.

We may use it in order to:

1.1. verify your identity for security purposes

1.2. sell products to you

1.3. provide you with our services

1.4. provide you with suggestions and advice on products, services and how to obtain the most from using our website

We process this information on the basis there is a contract between us, or that you have requested we use the information before we enter into a legal contract.

We shall continue to process this information until the contract between us ends or is terminated by either party under the terms of the contract.

2. Information we process with your consent

Through certain actions when otherwise there is no contractual relationship between us, such as when you ask us to provide you more information about our business, our products and services, you provide your consent to us to process information that may be personal information.

Wherever possible, we aim to obtain your explicit consent to process this information.

Sometimes you might give your consent implicitly, such as when you send us a message by e-mail to which you would reasonably expect us to reply.

Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally. We may aggregate it in a general way and use it to provide class information, for example to monitor the performance of a particular page on our website.

We continue to process your information on this basis until you withdraw your consent or it can be reasonably assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us at middlesexjuniorsquash@gmail.com. However, if you do so, we may not be able to provide you with information and services.

3. Information we process for the purposes of legitimate interests

We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do after having given careful consideration to:

- Whether the same objective could be achieved through other means.
- Whether you would expect us to process your data, and whether you would consider it reasonable to do so.

For example, we may process your data on this basis for the purposes of:

- Record-keeping for the proper and necessary administration of Middlesex Junior Squash.
- Responding to an unsolicited communication from you to which we believe you would expect a response
- Protecting and asserting the legal rights of any party
- Insuring against or obtaining professional advice that is required to manage business risk
- Protecting your interests where we believe we have a duty to do so

4. Information we process because we have a legal obligation

We are subject to the law like everyone else. Sometimes, we must process your information in order to comply with a statutory obligation.

For example, we may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

This may include your personal information.

Specific uses of information you provide to us

5. Information provided on the understanding that it will be shared with a third party

Our Social media (Facebook, Twitter, LinkedIn, Instagram, Pinterest) pages allow you to post information with a view to that information being read, copied, downloaded, or used by other people.

Examples include:

5.1. posting a message our Facebook page

5.2. tagging an image

5.3. clicking on an icon next to another visitor's message to convey your agreement, disagreement or thanks

In posting personal information, it is up to you to satisfy yourself about the privacy level of every person who might use it.

We do not specifically use this information except to allow it to be displayed or shared.

We do store it, and we reserve a right to use it in the future in any way we decide.

Once your information enters the public domain, we have no control over what any individual third party may do with it. We accept no responsibility for their actions at any time.

6. Complaints regarding content on our website or social media accounts

If you complain about any of the content on our website, we shall investigate your complaint.

If we feel it is justified or if we believe the law requires us to do so, we shall remove the content while we investigate.

If we think your complaint is vexatious or without any basis, we shall not correspond with you about it.

7. Information relating to your method of payment

Payment information is never taken by us or transferred to us either through our website or otherwise. Our organisation never has access to it.

At the point of payment, you are transferred to a secure page on the website of PayPal or other reputable payment service provider, that page it is not controlled by us

8. Information about your direct debit

When you agree to set up a direct debit arrangement, you give information directly to our payment provider for processing according to their instructions. We do not have access to any bank details.

9. Job application and employment

If you send us information in connection with a job or coaching application, we may keep it for up to three years in case we decide to contact you at a later date.

10. Sending a message to our support team

When you contact us, whether by telephone, through our website or by e-mail, we collect the data you have given to us in order to reply with the information you need.

We record your request and our reply in order to increase the efficiency of our business.

We may keep personally identifiable information associated with your message, such as your name and email address so as to be able to track our communications with you to provide a high-quality service.

11. Complaining

When we receive a complaint, we record all the information you have given to us.

We use that information to resolve your complaint.

If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

12. Affiliate and business partner information

This is information given to us by you in your capacity as an affiliate of us or as a business partner.

The information is not used for any other purpose.

We undertake to preserve the confidentiality of the information and of the terms of our relationship.

We expect any affiliate or partner to agree to reciprocate this policy.

Disclosure and sharing of your information

13. Information we obtain from third parties

Although we do not disclose your personal information to any third party (except as set out in this notice), we sometimes receive data that is indirectly made up from your personal information from third parties whose services we use.

No such information is personally identifiable to you.

14. Data may be processed outside the European Union

Our website is currently hosted in the UK

It may become necessary to use services in countries outside the European Union in the future in other aspects of our business.

Accordingly, data obtained within the UK or any other country could be processed outside the European Union.

Before we proceed with any data transfer of data outside the European Union, we will ensure that we have legal ground for doing so and have made sure that all adequate protections are in place to ensure that your privacy rights continue to be protected and that we continue to process your data in a fair and lawful manner.

Access to your own information

15. Access to your personal information

15.1. At any time you may ask to review or update personal information that we hold about you, by sending an email request to: middlesexjuniorsquash@gmail.com.

16. Removal of your information

If you wish us to remove personally identifiable information from our databases, you may contact us at: middlesexjuniorsquash@gmail.com.

This may limit the service we can provide to you.

17. Verification of your information

When we receive any request to access, edit or delete personally identifiable information we shall first take reasonable steps to verify your identity before taking any action. This is important to safeguard your information.

18. How you can complain

18.1. If you are not happy with our privacy policy or if have any complaint then you should tell us by email. Our address is middlesexjuniorsquash@gmail.com.

18.2. If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.

18.3. If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>

19. Retention period for personal data

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

19.1. to provide you with the services you have requested;

19.2. to comply with other law, including for the period demanded by our tax authorities;

19.3. to support a claim or defence in court.

20. Compliance with the law

Our privacy policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we should like to hear from you.

However, ultimately it is your choice as to whether you wish to use our website.

21. Review of this privacy policy

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records.

If you have any question regarding our privacy policy, please contact us via our email:
middlesexjuniorsquash@gmail.com.