



SOUTHDOWN SPORTS CLUB

Privacy Notice

Welcome

At Southdown Sports Club we respect your privacy and are committed to protecting your personal information.

Who We Are

Southdown Sports Club, Cockshut Road, Lewes, East Sussex BN7 3PR. Email: manager@southdownsportsclub.co.uk Tel: 01273 480630. Mobile 07438389122

Information We Collect

Membership details, contact information, booking records, payment details, emergency contacts, health information voluntarily provided, photographs, CCTV footage and correspondence.

Junior Members

For members under 18 we collect name, date of birth, parent or guardian details, emergency contacts and relevant medical information. Communication regarding junior members will always be directed via parents or guardians.

Why We Use Information

To administer memberships, manage bookings, run sporting activities, communicate with members, meet safeguarding obligations, protect members, staff, volunteers and visitors, investigate complaints and disciplinary matters, comply with legal requirements and improve club services.

Legal Basis – we process personal information using one or more of the following lawful basis;

Contract, Legal Obligation, Legitimate Interests, Consent and Vital Interests.

Legitimate interests include; managing memberships and facilities, organising sport, maintaining accurate records, promoting participation, ensuring safety, welfare and security of members visitors, volunteers and staff, preventing crime or misuse of facilities.

Health Information

Collected to ensure health or welfare issues can be addressed quickly and efficiently. Examples may include; allergies, confirmed medical conditions. Access is restricted to authorised paid employees. Information is retained only while membership remains active and is deleted when membership ends unless legally required otherwise.

Photography, Social Media and Marketing

Images may be used in newsletters, the website and social media. Marketing preferences are collected through the membership form and can be updated at any time. Members can opt out by updating membership preferences, emailing the Club Manager at

manager@southdownsportsclub.co.uk or contacting the reception on 01273 480630.

Essential membership communications will still be sent.

CCTV

CCTV operates for safety and security. Footage is retained for 30 days. Access is limited to the Club Manager and authorised managers. Footage may be shared with the police where necessary to investigate crime, violence, threats or abuse towards members, visitors or staff or damage to the club.

Who We Share Information With

Authorised staff and volunteers, coaches, software providers, payment providers, accountants, insurers, professional advisers, regulators and law enforcement agencies. Information may be shared with the Lawn Tennis Association, England Hockey and England Squash where necessary for registration, competitions, safeguarding, discipline, insurance or regulatory purposes.

International Transfers

The Club uses ClubSpark, eBooking, Microsoft 365 and Pitchero. Appropriate safeguards are in place where data is processed outside the UK.

Data Security and Breaches

We use restricted access controls, password protection and secure systems. If a data breach occurs, we will investigate, contain the incident, assess risks, notify the ICO where required and inform affected individuals when legally necessary.

Retention

Membership records: 6 years after membership ends. Financial records: 6 years plus current year. CCTV: 30 days. Health information: duration of membership.

Your Rights

You may request access, correction, deletion, restriction, objection, transfer of data, or withdraw consent. To exercise your rights, contact manager@southdownsportsclub.co.uk

Complaints

If you are unhappy with how we use your information, contact the Club or the Information Commissioner's Office at www.ico.org.uk Telephone 0303123113.

Changes

The latest version of this notice will always be published on the Southdown Sports Club website.

Current Version: 3.0 (July 2026)