



3 - 16 JULY 2023

ORGANISATIONAL DATA PRIVACY NOTICE

Please read the following carefully and return.

1. For the purposes of this form; "Accreditation" is the process by which the AELTC issues permission for all authorised non-spectator personnel to gain access to the grounds at Church Road, Wimbledon, SW19 and at Bank Lane, Roehampton, SW15 ("Grounds") at any time.
2. Accreditation is granted based on the personal data you provide to us and the information we receive from third parties in connection with that data. Decisions are taken by the AELTC at its discretion at all stages of the Accreditation process.
3. Terms used in this form, but not otherwise defined, shall have the meanings given to them in the UK GDPR which merges the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679.
4. For the purposes of this form, the data controller is The All England Lawn Tennis Club (Championships) Limited (the "AELTC" or "we/us/our") (company number 07546773) whose registered office is at the Grounds. Where you are submitting your application through the Lawn Tennis Association Limited (number 07459469), they will be the data processor in connection with the personal data you provide to them: the data controller will not change.
5. This privacy notice contains the key information about how the AELTC and its group companies process personal data but for further information please read our privacy policy which can be found at https://www.wimbledon.com/en_GB/aboutwimbledon/privacy_policy.html.

A) INFORMATION THE AELTC WILL COLLECT

1. All organisations engaged with the AELTC at any stage throughout the year, will be required to have the correct pass to access the Grounds. As part of the application process for all AELTC photo Accreditation, each organisation is required to submit information for all persons for whom it is applying for Accreditation (the "Applicant(s)").
2. You will only be required to submit some or all of the following categories of information to us for Accreditation purposes:
 - full name;
 - date of birth;
 - residential address;
 - driving licence number, passport number, EU national ID card number or birth certificate number;
 - passport style photograph;
 - email address;
 - employer and current position;
 - nationality;
 - gender.

B) USE MADE OF THE INFORMATION

1. This information is required to:
 - 1.1 fulfil the administrative Accreditation process;
 - 1.2 enable the AELTC to identify and register every individual coming into the Grounds and to allow them the appropriate access to perform their roles within the Grounds;
 - 1.3 protect the security of anyone working within, or with permission to be on, the Grounds at any time; and
 - 1.4 contact you when required with respect to your presence within the Grounds.

2. You accept and acknowledge that the AELTC needs to process the personal data listed in this form to protect its legitimate interests of ensuring public safety within the Grounds, and to perform its legitimate business functions at all times.
3. Personal data obtained will be processed by the AELTC's Accreditation staff at all levels, with appropriate training on the protection of your personal data.

C) DISCLOSURE OF INFORMATION

1. The AELTC may share this information:
 - 1.1 with the Police, the UK Home Office (Immigration), and other law enforcement agencies, and applicable tennis authorities responsible for the integrity of the sport, where we are required to do so, or if it is in the public interests to do so for the prevention and detection of crime or for health and safety purposes;
 - 1.2 if the AELTC comes under a duty to disclose or share such information in order to comply with any legal obligation, or to protect the rights, property, or safety of the AELTC, its customers, or others;
 - 1.3 with third parties engaged directly by us to enable you to gain access to the Grounds on the relevant day (for example, the AELTC's security contractors and technology providers);
 - 1.4 with any organisation employing or contracting with you to perform your role at the Grounds for the reasons detailed in section B(2) above.
2. Personal information will be kept strictly confidential and will not be sold, rented, leased, loaned, traded, or otherwise disclosed to third parties (except as detailed in section C1 above).

D) STORAGE OF INFORMATION

1. Your information is stored on the AELTC's secure servers within the United Kingdom. Only staff with appropriate experience and training have access to the AELTC's secure databases. The AELTC confirms that it will not transfer any of your information outside of the United Kingdom at any time.
2. Information we collect will not be held for longer than is necessary in accordance with the provisions of the UK GDPR. Subject to section D3 below, we currently hold all personal data for a period not exceeding 5 years from the date it is first disclosed, or last updated or verified (whichever is later). This is to enable you to re-apply for Accreditation in subsequent years without having to re-submit all of your personal data again. After this time you will need to re-submit the data.
3. Where your application for Accreditation is unsuccessful, or you are refused Accreditation, your personal data will be retained on our systems for 10 years. This is for security purposes and is held should subsequent applications be submitted in future. Enquiries by data subjects will be dealt with in accordance with the UK GDPR and will be considered on a case-by-case basis.
4. Where any personal data you provide to us changes or is no longer accurate, you must notify us so that we can update any inaccurate data.
5. More information on the rights of any data subject under the UK GDPR is available from the Information Commissioner's Office ("ICO"): <https://ico.org.uk/> or telephone +44 (0)303 123 1113, 09.00-17.00, Monday-Friday.

E) YOUR RIGHTS

1. Subject to some limited exceptions, you have the right under the UK GDPR to access all of your personal data we hold at any time. This right can be exercised in accordance with the UK GDPR. We reserve the right to request specific information from you to enable us to better conduct our searches when complying with your subject access requests.
2. **You also have the right, at any time subject to the limitations set forth in E5 below regarding processing personal data for the purposes of Accreditation to Wimbledon events, to:**
 - 2.1 **withdraw** any consent you have given to the AELTC for the processing of your personal data;
 - 2.2 **object** to how your personal data is processed;
 - 2.3 request that we **delete** all personal data we hold about you;
 - 2.4 **rectify or amend** any inaccurate data we hold about you;
 - 2.5 request that we **only** process your personal data for specific reduced purposes; and
 - 2.6 request that we **transfer** all of your personal data to another data controller.
3. Should you wish to lodge a complaint about the manner in which your personal data has been collected, used or stored, you may do so in writing at any time. Complaints can be lodged with us directly (see below) or with the ICO on the details listed at D(5) above.

4. Where you wish to exercise any of your rights, you must notify us in writing in advance at **data.information@aeltc.com**. We will respond to any requests promptly and as soon as reasonably practicable upon receipt.
5. Notwithstanding E2 above, you are advised with regard to processing personal data for Accreditation to Wimbledon events, you may not be able to withdraw consent, request that we delete your personal data and or request that we only process for reduced purposes where the personal data is necessary for the purpose(s) the AELTC collected it for (as detailed in section B1 above) or where another legal justification for processing applies. Where you do legitimately withdraw or restrict your consent, or otherwise object to how we process your personal data, we may be unable to process your application for Accreditation.

F) YOUR OBLIGATIONS

1. You must ensure that each Applicant understands how their information will be used (as detailed in this form), and that each Applicant receives a copy of, and explicitly agrees to, the AELTC Terms and Conditions of Accreditation before submission. Copies have already been provided to you but are also available at http://www.wimbledon.com/en_GB/about_wimbledon/accreditation_terms_and_conditions.html.
2. By completing this form and applying for Accreditation on behalf of each Applicant, you accept and acknowledge this and confirm that each Applicant accepts and acknowledges this.
3. Subject to section E5 above, if any of your guests wishes to exercise any of their rights detailed in section E above, you must notify us or have them immediately contact us directly.
4. The information you provide must be accurate and up to date for all Applicants. Please make every effort to verify the Applicants' information prior to submitting it to the AELTC.
5. Where information is being supplied in respect of minors (which includes anyone under the age of 18), you must explain to the minor's parent/guardian what information will be provided and how the information will be used. You are responsible for obtaining the explicit consent of the minor's parent/guardian to provide the information to the AELTC for the purposes outlined in this form. You must also ensure that you comply at all times with all applicable laws relating to the collection, storage and transfer of this information.

G) DECLARATION

I, the undersigned, declare that I have been duly authorised to act on behalf of the below named organisation, and to disclose all personal data to you for the purposes of Accreditation.

As its authorised representative, I declare that:

- we have read and understood how the AELTC will be using all personal data provided as part of the Accreditation process;
- we will explain, notify and provide copies of this form to all Applicants on whose behalf we are applying for Accreditation;
- we will use our best endeavours to ensure that all personal data provided is accurate, up to date and complete;
- all Applicants submitted for Accreditation will have received a copy of, and agreed to, the AELTC Terms and Conditions of Accreditation; and
- we will comply at all times with all applicable laws relating to the collection, storage and transfer of any personal data to the AELTC.

In signing this form, on behalf of myself and all Applicants whose data is to be passed to the AELTC, I accept and acknowledge that the AELTC shall process the personal data strictly in accordance with the manner and information provided to me on this form.

I also confirm that I am authorised by each data subject to give the declaration stated above.

FULL NAME OF AUTHORISED SIGNATORY	
ORGANISATION	
POSITION WITHIN ORGANISATION	
SIGNATURE	
DATE	