

ITF Privacy Notice – ITF Officiating

Please read this notice carefully.

1. About Us

ITF Licensing (UK) Limited trading as the International Tennis Federation (ITF) is a data controller of any personal data it collects and holds about you. The ITF is referred to as “we”, “us” and “our” in this privacy notice. We are a company registered in England and Wales under company number 02584446. We are registered on the Information Commissioner’s Office Register; registration number Z5603782.

We are committed to protecting and respecting your privacy in accordance with the applicable data protection laws which impose certain obligations on us as a data controller. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

We may need to change this privacy notice in the future. If we make any substantial changes that materially affect you, we will inform you before they take effect. We may also provide you with other specific privacy notices if we process different types of data for you.

If you require any further information, or wish to contact us about how we collect and store your data, our contact details are:

Address	Bank Lane, Roehampton, London UK, SW15 5XZ
Telephone Number	+44 20 8878 6464
Data Protection Officer’s Email	dataprotectionofficer@itftennis.com

2. Who this privacy notice applies to

This privacy notice explains how we will use the personal data of anyone who:

- has registered to use the ITF Officiating Portal; and/or
- is a certified official with secure access to the ITF Officiating Portal.

Each such person is referred to as “you” and “your” in this privacy notice.

3. How we obtain your personal data

We collect and process your data when you:

- Register to use the ITF Officiating Portal;
- Officiate in tournaments and events sanctioned, managed, owned or controlled by the ITF;
- Submit information to enable the ITF to assess your eligibility to officiate tennis competitions;
- Register for and then undertake online learning courses and training programmes such as ITF Officiating Programme;
- Communicate with us in relation to your officiating at tournaments and events, such as making enquiries, confirming the application of the Rules of Tennis to on-court scenarios and submitting reports which may be relied on for Code of Conduct appeals;
- Subscribe to our communications.

We may also obtain data about you:

- Via the ITF Tournament Planner;

- that is publicly available, such as information from media, websites, and your social media accounts;
- from other organisations, including our National Associations and Regional Associations, the ATP, WTA and the Grand Slam Board and the Joint Certification Programme where those other associations lawfully share your personal data with us;
- from other officials, participants of competitions, members of the public, or other regulatory organisations, who write to us in relation to you or who we contact in relation to investigations or other enquiries;
- from tournament staff (only if necessary);
- from the International Tennis Integrity Agency, formerly the Tennis Integrity Unit, any ITF-appointed service provider or other regulatory bodies as part of our role and responsibilities as the regulator of ITF competitions and only when that information relates to regulatory or criminal investigations in respect of illegal betting and other corrupt conduct, safeguarding issues, or other matters prohibited under the regulations applicable to a tennis event which you officiate;
- from Anti-Doping Organisations (such as the World Anti-Doping Agency, National Anti-Doping Agencies and Major Event Organisers), any ITF-appointed service provider or other regulatory bodies as part of our role and responsibilities under the Tennis Anti-Doping Programme and the World Anti-Doping Code;
- from technology suppliers such as Sportradar in relation to your officiating;
- from reports provided by you or other ITF officials;
- via live-scoring devices (which may include audio recordings of you while officiating tennis matches),
- when we ask you to complete optional surveys that we use for research purposes and to provide you with a more relevant user experience; and
- when you digitally interact with the ITF via our websites and other digital channels, for example the ITF Officiating Portal and the resources that you access which may include the use of cookies (subject to our Cookie policy).

4. The types of personal data we process

We may process a wide variety of personal data about you, including personal data about:

You as an individual	<ul style="list-style-type: none"> • Full name and title • email address, home address and telephone numbers • gender • date of birth • nationality • country of residence • language spoken • passport details and/or residency cards to verify your nationality or age
Your financial details (if applicable)	<p>although not held by the ITF, through our financial online payment provider:</p> <ul style="list-style-type: none"> • your bank account details (name of bank, account holders, account number and sort code) when you provide these to us for the purposes of payments to you • Your credit or other card details (number, expiry, security code, name, billing address) when you provide these to us for the purposes of payment to services

Other information identifying you	<ul style="list-style-type: none"> password memorable date / name / place secret question and answer which may relate to you or people you know
Your officiating information	<ul style="list-style-type: none"> your work records, including tournament reports and match reports that you have completed as an <u>ITF official</u> activity in our competitions, and other international tennis competitions such as the ATP tour, WTA tour, and the Grand Slams Badge level and certification information Evaluation reports – which are viewable by you on the ITF Officiating Portal any other information you provide to us
Your preferences for the Officiating School	<ul style="list-style-type: none"> You may use the ITF Officiating Portal to notify us that you wish to apply to attend an ITF Officiating School. Student selection lists, including name and nationality, are published on the ITF Officiating Portal. Following completion of the school program, a list of the names of the students who passed will be published on the ITF Officiating Portal. If selected to attend a school, you will be required to complete and submit an Eye Test Form to ITF Officiating, the contents of which is stored internally.
Your compliance with our regulations	<ul style="list-style-type: none"> Information relating to potential or actual Code of Conduct violations Information relating to your compliance with the Tennis Anti-Doping Programme, Tennis Anti-Corruption Program and ITF Officiating Programme Information relating to your compliance with the Information that you provide in response to enquiries or investigations under relevant regulations
Your technology	<ul style="list-style-type: none"> device identifiers including IP address
your profile and how you use our products and services	<ul style="list-style-type: none"> details of our services with you, including how you access and use those services, for example via smart phone application, web browser etc cookies
Your correspondence	<ul style="list-style-type: none"> information contained in any correspondence, or communications received or sent by you.
Your medical information	<ul style="list-style-type: none"> details (if any) about your health and medical history as well as your racial and ethnic background that you provide to us.
Your criminal history	<ul style="list-style-type: none"> details (if any) about the potential or actual commission of a criminal offence by you.

5. How we will use your personal data and the legal basis for using that personal data

Performance of our contract with you

<p>Fulfil the contract of service that you enter with us (e.g. when you register for the Officiating Portal and/or officiate competitions subject to ITF regulations)</p>	<p>We may use your personal data to:</p> <ul style="list-style-type: none"> • verify your identity, address and other information provided to us about you • set up your account and authenticate your registration when you register with us • receive and manage payments made for registration • take steps in accordance with or linked to fulfilling our contractual obligations to provide you with the Officiating Portal platform, and to administer your assignment to and participation in tournaments • ensure you have met the minimum annual requirements to retain your ITF Certification • enable tournament selection purposes • if you provide a credit or debit card, we use third parties to check the validity of the sort code, account number and card details you submit in order to prevent fraud • communicate with you
<p>Enable our business and pursue our legitimate interests or those of a third party</p>	
<p>Manage competitions and tournaments, and assist in the facilitation of regional and national tournaments</p>	<p>We will use your personal data to:</p> <ul style="list-style-type: none"> • organise and facilitate our competitions, tournaments and events • promote our competitions, tournaments and events • facilitate the creation of an Officiating Portal account to enable you to access our online services and education modules • provide accurate information to your National Association and the other tennis governing bodies, including each of the Grand Slams including your badge level, email address, nationality, DOB
<p>Regulate and protect the integrity of the game</p>	<p>We may use your personal data to:</p> <ul style="list-style-type: none"> • ensure your adherence to the rules, regulations and codes of conduct that apply to the competitions that you are officiating • investigate and resolve any disciplinary issues or potential breaches of our Rules and Regulations and Codes of Conduct that you may be involved in • uphold the highest stands of integrity in respect of the game of tennis and of the ITF
<p>Monitor, promote and research</p>	<p>We may use your personal data to:</p> <ul style="list-style-type: none"> • monitor how the game is played and the ways it is evolving • undertake research to enhance the general appeal and global reach of the game • publish photographs and video footage from events and activities on the ITF Officiating Portal where you may be identifiable (for example Davis Cup, Schools, Seminars). The material will be used for professional purposes only, specifically to promote, educate and provide information about the ITF Officiating Programme • undertake research to improve tennis facilities, resources and equipment such as tennis courts, rackets and methods of umpiring • gather statistics about registration, memberships, accreditation and people interested in umpiring tennis
<p>Other business interests</p>	<p>We may use your personal data to:</p> <ul style="list-style-type: none"> • monitor use of, improve and protect our websites and online services both online and offline

	<ul style="list-style-type: none"> • update, consolidate and improve our business and the services that we provide to you as well as the accuracy of our records and to enable us to identify our users, members and service beneficiaries • monitor and analyse the use of your account / membership with us and link together your different accounts with us • identify other products and services you may be interested in and telling you about other products and services • obtain your feedback and respond to and rectify complaints received by you and other users, members and service beneficiaries of the ITF • analyse your personal data to make sure that you only receive information that is relevant to you • develop and improve <u>ITF business functions</u> and facilitate investment in, and the growth of <u>the ITF</u> • manage and mitigate the risks to you and our federation
comply with our legal and regulatory obligations, codes of practice and to run our federation	<p>We may use your personal data to:</p> <ul style="list-style-type: none"> • monitor, prevent, investigate and/or report fraud, misrepresentation, security incidents or crime, in accordance with applicable laws; • investigate and resolve any disciplinary issues or potential breaches of our Rules and Regulations and Codes of Conduct that you may be involved in
to investigate and respond to complaints, disputes and where necessary to bring or defend legal claims	<p>We may use your personal data to:</p> <ul style="list-style-type: none"> • identify and record facts and evidence • investigate and respond to complaints, disputes, regulatory investigations and/or to bring or defend legal claims
Legal Obligations	
compliance with applicable laws	<p>We may use your personal data to comply with applicable laws and protection of the ITF's legitimate business interests and legal rights, including, but not limited to safeguarding, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation).</p>
Consent	
	<p>We may seek your consent to use your personal data. When we ask for you consent we will explain the reasons why. You are entitled to refuse consent. However, your refusal to provide consent may mean that we are unable to provide you with the service that you have requested, accept your registration to the Officiating Portal, or manage your officiating at ITF tournaments and competitions.</p>
Substantial Public Interest Reasons	
where processing is necessary for reasons of substantial public interest	<p>We may process information about your medical history, ethnic and racial background and information about any criminal convictions you have had ("Special Category Data").</p> <p>Any Special Category Data will only be processed where it is necessary and only:</p> <ul style="list-style-type: none"> • with your prior explicit consent (which we will collect separately); or • where we are legally permitted or required to process this information without seeking your consent; and

	<ul style="list-style-type: none"> • it is necessary for substantial public interest, which includes: <ul style="list-style-type: none"> ○ processing for the purposes of our Tennis Anti-Doping Programme which is designed to eliminate, identify and prevent doping, and to provide information about doping or suspected doping where necessary; ○ processing for the purposes of the Tennis Anti-Corruption Programme and any other integrity rules, measures or practices which are aimed at protecting the integrity of tennis from dishonesty, malpractice or other seriously improper conduct; and ○ processing in order to protect the integrity of our sport, including against fraudulent or corrupt practices, and ensuring a level playing field and fair application of the rules. ○ protecting children and adults at risk against physical, mental or emotional harm, or neglect; ○ Processing for the purposes of addressing non-compliance with the regulations applicable to our competitions;
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Where we have obtained your explicit consent to processing special category data, you are entitled to withdraw your consent to this at any time.

Please contact us if you wish to do so.

If you withdraw your consent, we will not continue to process this information for the purposes described above, but this will not impact the validity of any processing undertaken before you withdrew your consent.

6. Who we share your personal data with

Your personal data may be shared with ITF Limited, registered in the Bahamas. Hosting and storage of your personal data takes place at the ITF's data storage facilities in Roehampton and Slough (United Kingdom). The storage of our data is managed at these locations by Microsoft 365, our Hosted Service Provider.

We share your personal data with:

- You and your representatives and agents;
- Any person you ask us to provide information to;
- Organisations engaged in the process of making or receiving payments on our or your behalf (including WorldPay);
- National Associations and Regional Associations;
- The other tennis governing bodies – ATP, WTA, the Grand Slam Board, Tennis Australia, French Tennis Federation, Wimbledon, and US Tennis Association;
- Anti-doping organisations, such as the World Anti-Doping Association, your national anti-doping organisation and our appointed anti-doping service provider;
- The International Olympic Committee and International Paralympic Committee
- Tournament Organisers;
- Sports disciplinary bodies that have responsibility under the regulations to hear cases and appeals, including the International Tennis Integrity Agency, the Independent Tribunal (run by Sport Resolutions UK) and the Court of Arbitration for Sport;

- Our sports data partners for commercial use and to protect the integrity of the game (i.e. Sportradar)
- Our advisers, auditors, agents and suppliers who act or may act on our behalf.

Some of these third parties will act as a processor on behalf of the ITF, and only on our instruction. Others will be a separate data controller in respect of that personal data, and will process your personal data in accordance with the applicable data protection laws relevant to that organisation.

Personal data may be shared with government authorities, courts and arbitrators and/or law enforcement agencies if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws.

7. How long we will hold your data

We will hold information about you only for as long as we need it for the purpose for which we collected it, which is as follows:

- We will retain and process information about you as long as you continue to log on to the ITF Officiating Portal or use our services, online or otherwise (including engaging with emails, officiating tournaments, logging work reports, undertaking online education courses or downloading content). We will keep your personal data for a reasonable period from the date you cease to have an account, login credentials or membership with us.
- We will keep your data for a period of four (4) years from the date that you are decertified as an official, for example when you retire. This is to ensure that the ITF Worldwide Officiating Programme and Joint Certification Committee maintain accurate records of all officials.

We may retain the data for longer where it is necessary for us to meet our legal and regulatory obligations. For example, personal data linked to disciplinary cases under applicable regulations, subject access requests, disputes, or safeguarding investigations will be kept for as long as it is necessary for those purposes, as each is applicable.

We also retain results and information of our competitions indefinitely, as historical records of the sport. We may use this for research in to the game, however if we publish this we will not identify you.

8. Your legal rights

You have a number of rights over your personal data processed by us. These include:

- Access to, and correction of, incomplete, inaccurate or outdated personal data
- Transmission of personal data to you or to another person or organisation
- Erasure of personal data
- Restriction to our processing of your personal data
- Objection to processing personal data

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

The extent of these rights are limited by law and we may not act on part or all of your request(s) where the right(s) are not applicable. If we do not act on your request, we will explain our reasons why.

Please contact us through our Data Protection Officer if you require any further information or wish to make a request to exercise any of your rights under applicable Data Protection laws.

In most cases we will respond to your request within one month.

9. Sending your personal data outside the UK and the EEA

We may transfer and your data may be processed outside the United Kingdom (UK) and the European Economic Area (EEA). This includes:

- National Associations or Regional Associations or tournaments outside the EEA if you are officiating a tournament(s) taking place in that nation or region, or you are otherwise associated with them;
- the ATP, WTA, USTA and Tennis Australia;
- as part of investigations conducted by the International Tennis Integrity Agency;
- World Anti-Doping Agency; and
- Other members of the ITF who have secure access to the ITF Officiating Portal. A full list of current members can be found on our website at <http://www.itftennis.com/about/misc/national-associations>

Where we transfer your data outside of the EEA, we will create and maintain appropriate safeguards so that your personal data is subject to the same standards and protections as when we are processing your personal information inside the EEA.

You can contact us for more information about this.

10. How to complain

Please contact us using the contact details in the “About Us” section above if you are unhappy with the outcome of any of your requests to exercise your rights, or how we handle your personal data.

You are also entitled to complain to the Information Commissioner’s Office via www.ico.org.uk.

11. Our Privacy Notice available in other formats

We provide our Privacy Notice translated in to French and Spanish upon request. We can also provide our Privacy Notice large print, Braille and audio upon request.