

VICARS MOOR LAWN TENNIS CLUB'S DATA PROTECTION POLICY

In 2018 the General Committee reviewed the Club's data protection policies to make sure they were compliant with new regulations which came into force on 25th May 2018 and the Data Protection Act of that year. As a part of this process the Committee took a fresh look at the personal data it needs to hold to enable Club members to enjoy the benefits of membership, how the Club can safely store personal data and with whom a Club member's personal data may be shared.

Personal data is provided with a member's consent, usually given on the membership application form, namely: the member's name, home address, membership category, date of birth (where the membership category is age related) and contact details.

Contact details:- email address (if the member has one - invariably does) and such telephone numbers as the member wishes to offer. The Club's preferred method of communication is by way of email.

Junior members are also required to supply the Club with the name, address and contact details of a parent/guardian or some other responsible and available person who can be contacted in case of need during any period the junior member is attending the Club either for coaching or junior play.

This information is for the child's safety and is shared with the Club's Head Coach and those supervising junior activities.

Details of accidents which occur on Club premises are also recorded.

The Club does not take membership subscriptions by direct debit and does not store a Club member's bank details, excepting in the case of a Club member requiring reimbursement for expenses incurred or other payment when the Club member's bank account number will be held on a secure banking system accessed by the Club's Treasurer.

The Membership Secretary is the Club's Database Administrator. Personal data is maintained by the Membership Secretary and held on a computer within a programme which is password protected on a secure system which has been approved as meeting the necessary standard by a Club member who has professional knowledge of IT systems and safety programmes. Only the Membership Secretary is able to make changes to a member's personal data.

Personal data is used by the Club for purposes solely in connection with running the Club. It is used for informing Club members, either by post or more usually email, of legitimate Club activities (e.g. matches, meetings, playing times, tennis & social events) and lawful restrictions (e.g. parking, health & safety, appropriate conduct).

Because the Club has a greater number and spread of members than hitherto has been the case, the Club will no longer, as a matter of course, distribute member's personal data between fellow Club members, whether by way of a handbook or email. The Club may, however, publish and display in the clubhouse a list of the names of members and their membership category.

The Club does not pass on personal data to third parties or disclose it for marketing purposes. Personal data is made available by the Membership Secretary to members of the General Committee where this is necessary for the proper management of the Club and on a 'need to know basis' to

better enable a Club member to enjoy the benefits of membership. Personal data is retained on the Membership Secretary's computer programme for a period of 5 years after the member's membership ends.

Members are encouraged to make their own application to the Lawn Tennis Association for British Tennis membership; the Club does not pass on your details but does register match results under your BT membership number which may be reflected in your BT rating.

All members are entitled to be given details of the personal data the Club holds of the member enquiring and requests in this regard should be addressed to the Membership Secretary. The Information Commissioner's Office is the supervisory authority to be contacted in case of any data protection concerns a Club member may have.