

Weston Tennis Club GDPR Policy

The below points are in place to help protect members' data meaning we comply with the new data protection laws that come into place on the 25th of May 2018. These are based around several key pillars which are referenced below but covered in significant detail on the ICO (Information Commissioners Office) website: www.ico.org.uk.

Weston Tennis Club GDPR Policy

- 1.) The Tennis club will obtain the below listed information and no other data, unless agreed with members on an individual basis:
 - a. Name
 - b. Address
 - c. Telephone numbers
 - d. E-mail address – which will also be shared with the LTA if you the member approves via your membership application form
 - e. Age
 - f. Emergency contact detail (in terms of our junior membership)

- 2.) The above data is obtained for the following reasons :
 - a. Identification for the purposes of club membership
 - b. To ensure we fulfil our safeguarding requirements with regards any of our members
 - c. To notify members of activities or events at the club
 - d. For communication with regards renewal of memberships
 - e. For promotional communication to previous members with regards future membership (this is limited to 2 years post a membership failing to be renewed)
 - f. To support the club with regards complying with any legal or enforcement officer requests

- 3.) The club will contact members to ensure data is accurate.
Weston Tennis Club's committee will contact members twice a year to remind the members to update any change of information that the club holds, if it has changed. If members do not follow this guidance the club will not accept any responsibility with regards member's data being stored within the clubs records inaccurately.

- 4.) Our Data retention periods are listed below, based on types of data
 - a. All members' data as listed at point 1 will be retained during their membership of the Weston Tennis Club and for 2 years post a membership not being renewed.
 - b. Membership data for members who have left the club will be retained and used for direct contact for 2 years post membership.
 - c. Any Data obtained in relation to either a legal investigation or an accident at the club or while conducting business on behalf of the club or acting/representing the club will be retained for a minimum of 10 years.

- 5.) All members data is stored in either of 2 ways :
 - a. Electronically by means of email correspondence or securely stored in a non-networked PC
 - b. In paper form, kept in a secure way, away from the site of the club

- 6.) The Club has appointed a Data Protection Officer and is named as Ian Colling. The role is in place to ensure Weston Tennis Clubs GDPR policy is complied with and in turn that GDPR is followed to protect the club and its member's data. The DPO will annually audit these processes and report findings to the committee, making suggestions on improvements as required.
- 7.) Members can request in writing to review the personal data held about them. Requests will be complied with within 60 days of receipt of such a request. Such a request can only be supported with regards information directly relating to the individual making a request. Such requests with regards a minor will require a further safeguarding review. Requests must be put into writing to the club Data Protection Officer (As named in point 6 of this policy).
- 8.) We have the right to amend these terms and conditions in line with audit findings, committee review and any GDPR changes made by the ICO.

Key pillars

- Principle 1 - Fair and lawful
- Principle 2 - Why are data collected and what is it used for
- Principle 3 - Data Adequacy and Data minimisation
- Principle 4 - Data Accuracy
- Principle 5 - Data Retention
- Principle 6 - Right of Individuals
- Principle 7 - Appropriate Technical and Organisation measures to be taken to ensure there is no unlawful processing of data