

## **Ashbourne Tennis Club Personal Data Protection**

Ashbourne Tennis Club (ATC) needs to keep sufficient personal data about its members to function efficiently as a private members' tennis club. By joining the Club and providing their data, members consent to this.

ATC's Membership Secretary collects data when members join or renew their membership. The personal data collected are: title; name; gender; date of birth; address; email address; preferred telephone number (and alternative); membership class.

### **What ATC does with the data**

1. ATC communicates with members about ATC activities. The Membership Secretary provides ATC Officers and other officials appointed by the ATC Management Committee with data to enable this. Members may withhold, or ask ATC to delete, address, email address or telephone number(s). Of course if they do this, they may not receive all these communications.
  2. Most ATC business is conducted using unencrypted emails; except as explicitly detailed above we do not distribute members' data, but it is liable to theft so sensitive data should not be stored.
  3. ATC provides anonymised statistics about membership to the Lawn Tennis Association. Similar statistics are kept for ATC historical records.
  4. Data for ex-members will be deleted 15 months after their membership has expired.
  5. ATC provides contact information to the Lawn Tennis Association for the purpose of signing up members as British Tennis Members.
- Members may see the information held about them on request and are encouraged to correct it if necessary.