



## Broughton and District Tennis Section

### GDPR and privacy

The tennis section of Broughton and District Club takes its obligations to protect the privacy and confidentiality of members' data very seriously. We have put in place systems and procedures to ensure this is upheld.

In addition, the club:

- has a designated safeguarding lead/Welfare Officer
- is registered with the LTA (Lawn Tennis Association)
- runs sessions using coaches who are accredited through the LTA

The categories of information that we collect, process, hold and share include:

- Information that you give to us
- personal information (such as name, BTM number)
- special categories of data including characteristics information such as gender, age, medical conditions
- membership contact information (such as name, email address, phone number, date of birth, address, emergency contact)

#### Why we collect and use this information

We use member information data to:

- enable participation in club events including coaching, social events, competitions
- process membership forms and payments
- share data with committee members to provide information about Club activities, membership renewals or invitation to social events
- send the tennis section newsletter
- general communications to members on club matters

#### Collecting & storing this information

We use the ClubSpark online service which is provided by the LTA to collect and store your information. This information is password protected and can only be accessed by a limited number of committee members for the purposes of managing the club.

ClubSpark have their own privacy policy which can be found at

<https://clubspark.lta.org.uk/PrivacyPolicy/>

### Who we share this information with

- We share your data with Committee members but only for the purposes of managing the Club. This can include: The Chairman, The Tennis Secretary, The Membership Secretary, The Club Secretary, The Head Coach, Junior Team organiser and the Tennis Treasurer.
- A full list of members and their contact details are pinned to the noticeboard in the pavilion to help with organising teams or contacting members to arrange tennis.
- When you join your details are shared with the Club Membership Secretary who collates membership details from all the different sections of Broughton and District Club
- We extract email addresses from Clubspark to send out club newsletters or notifications. We will always endeavour to use the "blind copy" function on our emails to members so that your email address is not made visible to others.
- We do not share membership information with any third parties.

### CCTV

The Club operates CCTV cameras on-site to:

- Ensure the security of members, guests, and property.
- Monitor Club premises for crime prevention and public safety.

Signage is displayed in areas where CCTV is active, informing individuals of its use. The Club ensures that CCTV footage is securely stored and access is restricted to authorised personnel only. CCTV recordings are typically retained for 30 days before being automatically deleted unless required for an investigation