

COMPTON & SHAWFORD LAWN TENNIS CLUB DATA PROTECTION PRIVACY STATEMENT

Compton and Shawford Lawn Tennis Club ('the Club') requires and retains basic personal data, typically only in the form of contact details, in respect of each of its Members (e.g., name, address, date of birth for junior players, telephone numbers, email addresses). This information is requested as part of the membership application process. Such personal data is retained by the Club for administration purposes throughout the term of each Member's membership.

The Club may contact its Members through any medium for which the Member has supplied a contact detail (i.e. by telephone, text, post or email). The contact details held by the Club for each Member will be as notified by Members in the application and as subsequently confirmed or updated in the annual membership renewal process. **It is the responsibility of each Member to ensure that these details are up-to-date and correct and to notify the Membership Secretary as soon as possible of any changes.**

Except where required by law to do so, the Club will never provide a Member's personal data to any third party except to a competition organiser for the purposes of confirming the Member's details where required. However, the nature of a Club is such that Members often request the contact details of other Members from the Club Secretary or Membership Secretary to arrange competitions or matches. *A Member must advise the Membership Secretary if he or she does not want his or her contact details, or certain contact details, to be available to other Members.*

Membership data is stored on a secure page of the club's website to which only the Club Chairman, Membership Secretary, Club Secretary and Website administrators have access. The website is hosted by ClubSpark (Sportslabs Technology Ltd) on behalf of the LTA. ClubSpark undertakes to protect private information about individuals in its possession and its own privacy statement can be accessed from the home page of the Club's website. *A Member must advise the Membership Secretary if he or she does not want his or her personal data to be held on the secure page of the Club's website.* Members who are registered with ClubSpark can access and amend their personal data.

All Members of the Club are automatically members of the Compton and Shawford Sports Club ('the Sports Club'), comprising the tennis, cricket and football sections, and will therefore receive communications from the Club Secretary or other Club officials about events run by or hosted by the Sports Club, or other sections of the Sports Club, at the Pavilion or elsewhere.

For the purposes of this Statement, a Member shall also be taken to mean a Unit of Membership, as in a family membership, where applicable.

The Club undertakes that it will:

- Only process information necessary to establish or maintain membership or support;
- Only process information necessary to provide or administer activities for people who are members of the Club or have regular contact with it;
- Only share the information with people and organisations necessary to carry out the Club's activities and;
- Only keep the information while the individual is a member of the club.

Members may contact the membership secretary (casltc.members@gmail.com) at any time to request details of the personal information held about them or to request that such data be deleted.