

# **East Hoathly & Halland Tennis Club**

## **Data Protection Policy**

### **Introduction**

New General Data Protection Regulations (GDPR) come into effect on May 25th 2018 and need to be adhered to by companies and many institutions including tennis clubs.

These regulations govern how your personal data is collected, stored and used by East Hoathly and Halland Tennis Club (EH & HTC), War Memorial Playing Fields, London Road, East Hoathly, East Sussex, BN8 6QF.

### **Personal Data Held**

Your personal data will be that which you provide when joining or renewing your membership and consists of your contact details eg name, address, email address and phone numbers and Date of Birth.

All your personal information is now collected and stored by Clubspark but only used by specified officers of EH & HTC

Clubspark is operated by SportsLabs at the instigation of the LTA to help with the administration and day to day running of tennis clubs.

They themselves are governed by GDPR and all information is held in a secure manner.

### **Usage of Personal data**

Only certain members of the EH & HTC will have full access to your personal information in order to facilitate the running of the club.

These are :-

- Chairman - for general club purposes
- Treasurer - for control and monitoring of membership payments
- Secretary - for general club communications
- Membership Secretary - to perform that role

Limited information of members involved will also be made available to Club and Team Captains in order to organise internal and external events and competitions.

By giving your contact details to operators of specific WhatsApp groups you also agree for them to use these details for the purpose intended and no other.

On Registering with the Club you were also given the opportunity to allow your phone number to be passed on to other members for the purposes of organising games or matches. This permission and personal details can be changed through the website by signing in, going to 'Profile' then 'Edit Profile'

Your information will only be held for 1 year after your membership has lapsed.

### **Communications with Members**

Communications will only happen as detailed above and your information will not be passed to any third parties.

Emails sent to members will not disclose email details of other members so will be sent using Blind Copy (BCC).

## **Consent to Receive Marketing Information**

It is not permitted under the GDPR to send Members third party marketing information without their consent so EH & HTC will not be sending any such communications.

## **Rights**

You have the right to ask to see the personal details we hold for you at any time and ask for your details in the database to be removed or amended.

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights please contact one of the committee.

We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website regularly for any amendments (but amendments will not be made retrospectively).

You have the right to take any complaints about how we process your personal data to the information commissioner

<https://ico.org.uk/concerns/> 0303 123 1113

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF