

Data Protection Policy (GDPR)

We take the privacy of your personal information seriously.

Governance

Our Data Protection Officer is Debbie Johnston and can be contacted at debbie.johnston1@btinternet.com

We conduct an annual review of our data protection policies and processes.

Personal Data Held by the Club

We use the secure LTA-approved Clubspark system as the primary platform on which we hold your personal information (Name, Address, Email Address, Phone Numbers). We also record some members D.O.B. to ascertain they are recorded in the correct membership category.

We do not hold any paper records of club members details.

We use your email address from Clubspark to send out our monthly newsletter called "Tennis Talk" and hold this information on the Clubspark platform provider.

Use of Personal Data

We use your personal data to manage the club for legitimate interests, namely;

- Membership administration including subscription notices.
- Club communications, including newsletter and surveys
- Identification of potential team players

We **do not** share or sell your data to any third party for any purposes, including marketing.

Club Contact Details

Contact details for Team Captains will be shown on the Club noticeboard.

Personal contact details for some committee members will be available on the website:

- Chairman
- Safeguarding Officer
- Coaching Staff

Access to Personal Data

A small number of Committee members have access to Clubspark for the purposes of managing the Club. This is limited to:

Chairman, Membership Secretary, Welfare Officer and the Club Secretary

Your Rights to Your Data

You are welcome to verify what personal data we hold about you; please contact Debbie Johnston.

If you leave the club, then we will delete your membership records after 1 year.

You can withdraw your consent at any time.