

Data Protection Policy

Hadleigh Park Lawn Tennis Club Data Protection and Privacy Policy Statement

Hadleigh Park Lawn Tennis Club (hereafter “the Club”) endeavours to act at all times in compliance with the requirements of the Data Protection Act.

Members

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, telephone numbers, email addresses and possibly date of birth). 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, and may also be retained for a period of up to three years after a Member’s membership has ceased so that the Club may provide former Members with promotional notices regarding the Club. A former Member who does not wish to receive such notices can advise the Club Office and all such personal data will be deleted.

The Club may contact its Members through any medium for which the Member has supplied contact details (e.g., by email, telephone, text, or post). The Club relies on its Members to advise it of any changes of address, email, phone numbers, etc.

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 that Member is or has entered into a league or competition recognised by the Club. However, the nature of a Club is such that Members often request the contact details of other Members from their Club in order to arrange competitions or matches. A Member must advise the Club if they do not want their contact details, or certain contact details to be available to other Members. In addition, a Membership List is held in the Clubhouse for the use of Members, and this contains certain contact details. Whilst a Member’s name must appear on the Membership List, if a Member would like their contact details to be rescinded from this list, please contact a Club Committee Member.

For the purposes of this Statement, a Member shall be taken to also mean a Unit of Membership, as in a family membership, should such be introduced in future.

Non-members

The Club may also, for the purposes of running competitions which are open to others, request personal contact details from non-members. This information will only be used for the purposes of running the competition and for inviting these non-members to participate in further such competitions and will not, except where required by law to do so, be provided to any third party.

CCTV

The Club employs CCTV for the security of its premises and property. This is intended to capture images of intruders or of individuals damaging property or removing property without authorisation. Images are in general not stored beyond a period of one month, save where the images may identify an issue – such as a break-in or theft – and are retained specifically in the context of an investigation of that issue. Access to CCTV footage is strictly restricted to authorised personnel only.

Website

The Club runs a website (www.hadleighparkltc.co.uk) and may display photographs taken during certain Club events, Trophy presentations or general court usage. If anyone objects to their image being included in any such photograph, please notify a Club Committee Member and we will get the 'offending' image deleted. For any person contacting the Club via the website's 'Contact Us' facility, please be assured that your details would not be passed onto any third parties without permission and then only as appropriate to the nature of the enquiry.

HPLTC Committee

May 2018