



## Privacy Statement

**The GDPR, General Data Protection Regulations, have been enforceable from 25th May 2018. The Regulations set out by the European Commission intend to strengthen and unify protection for individuals within the European Union (EU). The Regulations include minimising collection of personal data, deletion of personal data that is no longer necessary, restricting access, and securing data through its entire life cycle. Consequently, this new legislation will affect the way the Club contacts its members and stores personal information about its membership.**

Houghton Tennis Club will comply with the requirements of GDPR and will request members to consent to their data being held in accordance with this policy. We have carried out a detailed "Data Audit" of all data held, to review why and where it is held, the legal basis for holding the data, who can access it, the security details in place (safe storage and disposal) and how long it is held

The following summarises this information.

The following personal information is held electronically by the Club on its members:

- Full Name
- Date of Birth for junior members
- Email Address
- Contact telephone Numbers
- Full address and postcode

Information on handicaps, recent matches, tournament draws and results may be displayed on hard copies and posters in the club.

We also hold some subscription information, such as date paid and cost of subscription, as well as account balances.

The Club will only use members' personal details specified above, and these will be used solely for the following purposes:

- Communication between members to facilitate the management of matches and competitions/events at the Club.
- Communication between Club Members and Club Committee Members and Officers to promote accessibility and enable the effective and smooth running of the club.

Members who leave the Club will have their personal details (apart from name) deleted after two years of leaving the Club.

The Club also holds some bank details in hard copy form, for those members who pay their Subscriptions/match fees via standing order. As there is no requirement for the Club to hold these details for more than one year, all archived copies will now be destroyed, the Club will only hold hard copies for a year going forward.

You have the right to:

- Be removed from the lists ; however, this may affect your ability to participate in games and other activities of the club.
- See what information we store about you, by request to the Club Chairman and we will provide this within 30 days.
- Have your history deleted
- Change details of the data

Houghton Tennis Club Committee