

KNUTSFORD TENNIS CLUB POLICY DOCUMENT

GENERAL DATA PROTECTION REGULATION (GDPR)

Introduction

Preservation of your privacy is important to Knutsford Tennis Club and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

From 25th May 2018 GDPR is to be introduced for clubs and voluntary organisations.

It supersedes the UK Data Protection Act 1998 (DPA) and brings a more modern approach to the way we're expected to handle the personal data we hold.

The LTA have issued guidelines and we are intending to introduce the policy ready for the implementation date.

Governance

The Data Protection Officer role is with the Chair on the committee.

KTC Data Protection Policy conforms with relevant guidelines from external agencies and is aligned with the Knutsford Main Club policy.

The policy will be reviewed on an annual basis.

It will be available on KTC website.

KTC will not share or sell any data to any third party, for any purposes, including marketing.

Data held by KTC

Personal information is held on the secure, LTA approved Clubspark system.

This information is held for membership administration and includes name, DOB, address, contact details – email, phone numbers – and where relevant any medical notes.

The email addresses of members are extracted from Clubspark and held on "Mailchimp" for KTC communication purposes – eg newsletters and on "Survey Monkey" for conducting occasional surveys.

A small number of committee members have access to Clubspark, Mail Chimp and Survey Monkey for the purposes of managing the Club (Chair, Membership Secretary, Head Coach ,Treasurer plus 2 co-opted members to assist with systems administration.

The Privacy policies of the above mentioned third party platforms are here:

Clubspark –<https://clubspark.lta.org.uk/Privacy Policy/>

Mail Chimp – <https://mailchimp.com/legal/privacy/>

Survey Monkey – <https://www.surveymonkey.co.uk/mp/policy/privacy-policy/>

Members' Rights to Individual Data

If for any reason a member wishes to verify their personal data held by KTC then they should contact the Club Chair in the first instance.

On leaving the club then any membership records will be deleted after 1 year.