



Data Protection Policy

We take the privacy of your personal information seriously.

Governance

Our Data Protection Officer is the Club Chairman.

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, DOB, Address, Email Address, Phone Numbers, Medical Notes).

We hold paper records of club members details which are stored securely in the office.

Use of Personal Data

We use your personal data to manage the club, primarily for:

- Membership administration
- Club communications, including newsletters
- Identification of potential team players
- Access by coaching staff for emergency / medical information



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

Club Contact Details

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

- Chairman & Officers of the Club (as necessary)
- Safeguarding Officer
- Coaching Staff

Access to Personal Data

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

- Chairman
- Membership Secretary
- Communications Officer
- Coaching staff

Your Rights to Your Data

You are welcome to verify what personal data we hold about you, please contact the Chairman.

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