



## **Data Protection and Security Policy**

Meopham Lawn Tennis Club (MLTC) will follow this and the Lawn Tennis Association (LTA) guidance in order to protect personal data. This includes personal information that can be used to identify individuals, including names, phone numbers, dates of birth, postal addresses, Email addresses, any identification number.

### **Collecting Information**

1. MLTC will obtain individual's specific permission to collect their personal data. Evidence of this consent will be kept.
2. MLTC will require their suppliers to demonstrate that they are GDPR compliant with any personal information.
3. Any completed forms will be kept securely, if paper there will be a physical safe place for them, if electronic, they will be password protected or encrypted.
4. Physical forms and information will be kept to a minimum, with information transferred to our database where possible.
5. MLTC will make sure the information they have collected is correct and up to date.
6. MLTC will tell you why we need the information we are collecting.

### **Taking care of Information**

1. MLTC will keep a record of the personal data they have collected and process, how they process it and who that information will be shared with. All personal information will remain confidential.
2. The electronic database will be password protected and only be able to be accessed by as few people as possible.
3. MLTC will only print or download the minimum personal information that is needed.
4. When MLTC collect information over the phone they will endeavour to make sure that no one overhears the information.

### **Retention and removal of Information**

5. Once forms are no longer needed they will be shredded or archived.
6. MLTC will destroy or delete the personal information once it is no longer needed, e.g. once membership has expired.
7. We will not share any personal information with any other third party without asking the individual and obtaining their permission.

### **Actions in event of a Breach**

8. If MLTC Ltd becomes aware of a breach they will inform a member of the committee.
9. The individual will be informed of the breach should that breach causes distress to the individual or financial disadvantage.
10. A personal data breach is a breach of security which results in accidentally or unlawfully losing, altering, disclosing without permission, or the destruction of personal data which has been collected, processed, stored or transmitted.