



Data Protection Policy

The General Data Protection Regulations (GDPR) requires any organisation holding personal data to have a Data Protection Policy. This policy for Shifnal Tennis Club (STCL) is available to view on the club website (<https://clubspark.lta.org.uk/ShifnalTennisClub>) and can be provided in written format to any member who wishes to see it.

Information Held by STCL

In order to be able to administer the running of the club, the Membership Secretary (Data Controller for the purposes of the GDPR) will maintain a record of club membership. This will consist of the following information:

Name
Address
Telephone number(s)
E mail address
Date of birth (juniors only)
Any medical issues that are relevant for playing tennis
Bank account details (for those paying online or by bank transfer)

Purpose of Information Held

The information held will be used to administer members accounts and collect membership fees. It will also be used to inform members by email of upcoming events, club social events, competition invitations, changes of programme, agenda for AGMs etc and other information that members need in connection with the running of the Club. We also maintain records such as health and safety records and accounting records to meet specific legal requirements.

How we collect your personal information

Directly from you - for example, through the booking of a resource (court, table, running group), booking of a course or session (coaching), purchasing or renewing membership or booking an activity at an event.

Implied Consent

Under the GDPR it is not necessary for members to give written consent for the club to hold this information. Existing and new members will be informed of the club policy on data protection. If they are content with the policy and do not object, there is an assumption of "implied consent". This is the procedure that STCL will operate.

Use of the information held

The information held is for the administration of the club. It may be passed to someone acting on your behalf, for example a parent or guardian who has purchased Membership, coaching course or programmes for you as their child.

Anyone who uses online payments will have their bank account details passed to GoCardless to process the direct debit payment.

When you join the Club your email address will automatically be added to the Club's email address list.

The Club will pass personal details to third party organisations, This will be to other tennis clubs and governing bodies (e.g. Tennis Shropshire, the LTA) to facilitate entry into inter club competitions and tennis events.

"Implied Consent" will cover the above activities

Your personal data will not be passed on to any marketing companies or be used for any form of profit or gain.

Holding of the information

The data base is maintained by the Club Secretary (Data Controller). The following committee members will hold copies of the data base to enable them to administer the Club

Chairperson
Treasurer
Head Coach

Security of the information held

There will be one copy of the Club's database held on the ClubSpark system supplied by the Lawn Tennis Association. Clubspark has its own Data Protection policy which supports this Policy. If you would like to review this policy please contact the Club Secretary.

If members are contacted by the use of Group E mails, the BCC address line will be used to restrict the broadcast of member's e mail addresses.

Viewing of Information held

Members may ask the Club Secretary to show them the personal information held about them.

Club website

Member's winning competitions will appear on the Club website with their winning photographs. Member's names may also appear on the website if they are committee members.

"Implied Consent" will cover the above activities

Removal of Information Held

A member can request the removal of any personal information relating to them published on the Club website. For example photographs or new articles. They can also ask to be removed from the Club's email address list.

When a Member ceases to belong to the club their personal information will be archived by Clubspark.

Document last reviewed/updated

<u>By</u>	<u>When</u>
Company Secretary	24/06/2022