



## **Stockton Heath Lawn Tennis Club**

### **GDPR Data Protection and Privacy Policy**

#### **Introduction**

We take the privacy of members' personal information seriously and our Data Protection Officer is the Club Chairman. If there are any issues relating to data protection then these should be raised with the Chairman in the first instance.

#### **How do we collect personal information?**

- Potential members contact the Club Membership Secretary for application details/forms or may raise queries with the Membership Secretary that involve contact information
- Persons wishing to become members complete an application form which informs the person that by applying the person consents to personal information being kept and maintained by the Club for club management
- Persons are then registered as members through their application/membership form being accepted and personal information is stored (see below)

#### **Use of personal information**

Committee members and the Welfare Officer have access to personal information that is relevant to their role in the Club. This personal information is used for the following:

- Membership administration
- Club communications including newsletters and text alerts for events
- Club team administration
- Access by Club coaching staff for relevant medical information /emergency contacts

#### **How is personal information stored?**

- Information is stored on a password protected computer
- Information is stored as hard copies in a secure file by the Membership Secretary
- Information is stored on a secure external database 'ClubSpark'. ClubSpark is an official LTA tool and is offered for free by the LTA to registered venues. ClubSpark's Privacy Policy can be viewed at <https://clubspark.lta.org.uk/PrivacyPolicy/>

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#### **Who is personal information shared with?**

- We do not share or sell your information/date to any third party for any purpose
- Personal information is only used for appropriate purposes related to club management
- The Match Secretary and Club Team Captains have access to phone and email information if the member wishes to play in a Club team

- Organisers of Club tournaments, events and internal league competitions will have access to appropriate personal information to assist organisation

### **Communication within the Club**

- It is occasionally necessary to send personal information to Club members via Royal Mail post
- The most common forms of Club communication are texts and email. Notices are generally sent so that the recipient's details are not visible to other members. However, it is sometimes necessary to provide contact details so that competitions can be organised and participants understand the need for this information to be shared.

### **Your rights to your personal information/data**

- Members are welcome to verify what personal information is held by the Club. To do this please contact the Chairman.

The Club will regularly review this policy and practices relating to GDPR and personal information at appropriate time intervals.

Warrington and District Lawn Tennis Association (WDLTA) has produced a Data Privacy document and this is outlined below.

March 2019

### **WDLTA: Data Privacy Policy**

The information below has been provided by WDLTA and concerns data in relation to Club members who participate in the Leagues operated by WDLTA.



### **How information about you will be used**

We will **NOT** share or sell your information with any 3<sup>rd</sup> parties

From time to time, we may send you emails / text messages / push notifications relating to activities directly linked to tennis and the WDLTA including affiliated events. If you wish to opt out of any such communications, please make your preferences know by informing the Data Protection Officer [dataprotection@wdlta.com](mailto:dataprotection@wdlta.com)

### **What information do we hold?**

If you have been named as a club contact in the registration process, whether it be secretary, match secretary or team captain then your phone number(s) email are stored in the WDLTA database and they are on public view in the Clubs & Contacts section of the website. If you wish to have this information removed from view please email the Data Protection Officer [dataprotection@wdlta.com](mailto:dataprotection@wdlta.com) with your concerns.

If you submit an electronic scorecard you will provide your email address in order for you to receive a copy of the scorecard and also in case the League Match Secretary needs to get in contact regarding said scorecard. This information is only accessible by the webmaster and will only be used for the purpose outlined above.

If you play in a club team then your name will be recorded on the electronic scorecard and once that scorecard is approved then the scorecard and names of all those who played in said match will be publicly visible in the fixtures > view scorecard process. Telephone numbers / email addresses will

not be there.

From time to time photographs will be taken and uploaded to the website. These will be publicly viewable. The photographs will be from events such as presentation evenings & tournaments. If you would prefer not to appear in any photographs on our website please make the photographer aware and indicate your preferences to the Data Protection Officer [dataprotection@wdlta.com](mailto:dataprotection@wdlta.com)