



# Data Protection Policy

## **Tennis Lancashire Data Protection Policy**

Tennis Lancashire is fully committed to protecting the rights and privacy of individuals. In doing so we are committed to protecting the privacy and confidentiality of data provided to us. If you choose to give us personal information, such as your name, contact details and date of birth then this will be held and processed by the LTA in accordance with the Data Protection Act 1998. Personal data will be collected, recorded and used fairly, stored safely and securely. This also includes sensitive information.

### **Use of personal information**

Tennis Lancashire is committed to operate in line with the data protection principles by:

- collecting accurate personal data only
- protecting staff, learners' and other individuals' personal details and any related records using this data fairly and only for specified lawful purposes
- handling personal data for limited, specifically stated purposes
- using personal data in an adequate and relevant manner, which is not excessive
- holding personal data only for the time period required
- maintaining personal data safely and securely
- adhering to regulations and related procedures to ensure that all employees who have access to and handle any personal data held by or on behalf of Tennis Lancashire in line with individual's data protection rights are fully aware of and abide by their duties under the Data Protection Act 1998.

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Tennis Lancashire may use your personal data for the following purposes:

- To perform the services that you have requested which may involve contacting you by email
- To allow Tennis Lancashire to administer Tennis in Lancashire, for instance by organising tournaments
- The reasonable purposes of Tennis Lancashire, acting always within the Data Protection Act 1998

By submitting your personal information to us, you signify your consent to Tennis Lancashire using the information provided in the manner described above. If at any time you wish to update the information which we hold about you, or if you wish to stop receiving information from the Tennis Lancashire, please contact [info@tennislancashire.com](mailto:info@tennislancashire.com)

This policy is reviewed every two years (or earlier if there is a change in national legislation).