

Wellfield Tennis Club

Information and Data Protection Policy

1. This policy sets out how Wellfield Tennis Club acquires, stores and manages information about club members and deals with three aspects of information management
 - Data requested from members,
 - How data is stored and shared within the management committee,
 - How data is shared with third parties.

Data requested from members

2. Only the minimum data necessary to facilitate management of club membership will be requested from members. This comprises: name, gender, postal address, email address, telephone number and, where a member is aged 18 or under, date of birth.

How data is stored and shared within the management committee.

3. Only those members of the management committee whose role/duties require sight of membership data, Chairman, Secretary, Treasurer and Membership Secretary will be permitted access.
4. Membership data will be collated by the Membership Secretary and Secretary and in doing so, he/she will be the only officers who will store a copy of the data on a PC.
5. Once an annual membership renewal exercise is completed, historical copies of membership records will be securely deleted.

Information shared with third parties

6. The club has third party arrangements with some organisations for management purposes. This is Clubspark, who operate the court booking system, membership renewal online, etc
7. Clubspark is an LTA accredited system that relies on a selection of British Tennis membership information – name, gender and email address. Members can withdraw from the court booking system at any time by notifying the club Secretary.
8. No information will be shared with any third parties for commercial and/or marketing purposes.

A communication of our policy will be forwarded to all members individually by e mail prior to the 25th May giving them contact details of the Secretary and Chairman should they have any query about the club policy.

A copy will also be printed and displayed on our clubhouse notice board alongside our Safeguarding policy and Diversity and Inclusion policy.

This policy has been agreed by the majority as required of the club committee.