

# Winterbourne Tennis Club WTC - GDPR Policy

Version 3 23/5/23 Final

## 1. Policy statement

The Winterbourne Tennis Club (WTC) is committed to only using personal data as part of running the Club and the data will not be shared with third parties.

## 2. Personal Data & how it is processed

Personal data relates to an individual who can be identified by that data. The processing of that data is governed by the General Data Protection Regulation 'GDPR'.

WTC complies with GDPR by keeping personal data up to date, storing & managing it securely & only collecting & retaining the minimum amount of data necessary to run WTC.

The Personal Data is used for the following purposes

1. To inform & arrange League Matches, dates, times, locations & other details
2. To inform & arrange Club events eg Open Days, BBQs, Socials
3. To inform & arrange about any Club maintenance items eg Moss treatment, Court cleaning, net/fence updates, Clubhouse updates, lighting updates etc
4. To inform about any Policy changes that affect the Members eg as required by the LTA
5. To inform & arrange the AGM, Committee meetings and ad-hoc WTC meetings.
6. To administer membership records
7. To maintain our own accounts & records
8. To fund raise and promote the Club
9. To manage volunteers, Coaches and contractors
10. To inform of news, events, activities and tennis/sporting related events that might be of interest to the Members

The legal basis for processing personal data is based on the individual's explicit consent so WTC can keep the individual fully informed about Club play, matches, activities, events & news and any other relevant tennis information that is considered appropriate for WTC.

Processing is carried out by WTC, which is a not-for-profit local Village Tennis Club, affiliated to the LTA, and run by the WTC Committee, which is formed by volunteer members.

The processing is carried out as follows

- the processing relates only to members, former members, coaches & those having contact with WTC
  - there is no disclosure to a third party without consent
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### 3. Sharing & Keeping Personal Data

- The Personal Data is treated as strictly confidential & will only be shared with other WTC members in order to run the Tennis Club and for purposes connected with running the WTC. Data will only be shared with a third party with your consent.
- We only keep personal data for the time required in relation to running the Club and sending reminders to Members for the new Membership season and to send out invitations to WTC events which would be of interest to current & previous members, and we archive the data once Membership has lapsed for over 3 years or earlier at the request of ex-Members. As required for all financial transactions, archived data will be kept for 7 years then will permanently deleted from the files.

### 4. Your Rights & your Personal Data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data.

- The right to request a copy of your personal data which the WTC holds about you
- The right to request WTC corrects any data that is inaccurate or out of date
- The right to request your personal data is erased when no longer necessary for WTC to retain such data
- The right to withdraw your consent to the data processing
- The right to lodge a complaint with the Information Commissioners Office

### 5. Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact WTC Club Secretary, 55, Watley's End Road, Winterbourne, Bristol BS36 1PH

The Information Commissioners Office address is Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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

This Policy is recommended for approval by:

Club Committee Chair - Jody Cockcroft

Date: 23<sup>rd</sup> May 2023

Club Secretary – Rachel Cockcroft

Date: 23<sup>rd</sup> May 2023