

St Mary's Tennis Club Data Protection Policy

This policy is underpinned by the Data Protection Act (1998) and (2018). St Mary's Tennis Club understands the importance of protecting information.

St Mary's Tennis Club will therefore:

- a. Use the **agreed terminology (1)** below:
- b. Ensure any forms that collect Personal Data include a **data protection statement (2)**
- c. Be open about any reasons that it collects Personal Data, ensure that it is accurate and up to date and review how long it is kept
- d. Ensure all records are kept securely and up to date
- e. Make a copy of members' telephone contact details on the pavilion noticeboard but not give any contact details for any members to anyone outside of the Club
- f. Ensure that only nominated (no more than three: Chair, Secretary, Treasurer) club officials have access to Personal Data and understand how to comply with the Act
- g. Not disclose – written or verbal – any personal data to anyone other than the LTA or other club officials
- h. Ensure that any emails that are sent to more than one individual email address are BCC'd (blind copied).
- i. Explain its recording images policy on its membership form.

(1) Terminology:

Personal Data

Data which relate to a living individual who can be identified:

- From those data; or
- From those data and other information which is in the possession of, or likely to come into the possession of, the data controller.

Includes information about living people, facts and opinions. Can be held electronically or on paper.

Sensitive personal data (This will not be gathered by St Mary's Tennis Club)

Information containing facts or opinions about a living individual and relating to:

- Racial or ethnic origin, Political opinions, Religious beliefs. Trade Union Membership Health, Sex life, Criminal proceedings or convictions (except in relation to any DBS checks)

Processing

Includes the concepts of – obtaining, recording, retrieval, consultation, holding, disclosing and using.

Data Subject

The living individual who the personal data relates to.

Data Controller

A person who (either alone or jointly or in common with other persons) determines the purposes for which, and the manner in which, any personal data are, or are to be, processed. At St Mary's Tennis Club, this will be the role of the Secretary

(2) Sample Data Protection statement:

St. Mary's Tennis Club will use your personal data for the purpose of your involvement in the sport and I understand that by submitting this form, I am consenting to receiving information about the tennis club by post, email, text, online or phone unless stated otherwise.