

Maidstone LTC - May 2018

DATA PROTECTION POLICY

With effect from 25 May 2018, the Data Protection Act 1998 will be replaced by the EU 'General Data Protection Regulation' or 'GDPR' as amended by the UK Data Protection Bill.

1. Contact of members by the Club:

Under GDPR, members must agree to be contacted by the Club IN CONNECTION WITH CLUB ACTIVITIES rather than ticking a box to 'opt out'.

It is therefore vital that members tick the box on the membership application form agreeing that the Club can contact them by e mail in connection with Club activities.

The Club fully endorses and adheres to the principles of Data Protection legislation and will:

- Only collect information needed for the administration of the Club
- Keep the information secure
- Ensure the information is relevant and up to date
- Only hold as much information as we need and for as long as we need
- Only use the information to contact Members if we have the specific approval of members
- Allow Members to see the information held on request.

2. Information Held (as a Data Controller):

Information provided by members on their membership application form is held on password controlled membership software under Googlesheets. Data comprises:

Adult members: Full name, address, telephone numbers, e mail and the days members would be interested in playing matches (weekday and/or weekend or neither)

Junior members: As above plus date of birth required to specify category of membership

When members cease to be members for any reason data will only be stored for as long as necessary (minimum 3 years) to provide the previous member/supporter any aftercare administration required and enable the club to make contact IN CONNECTION WITH CLUB ACTIVITIES.

Coaching team: The Head coach is responsible for providing the full details and DBS checks for himself and each of the coaches/volunteers used IN CONNECTION WITH CLUB ACTIVITIES. This information is securely held by the club committee and with the Lawn Tennis Association (LTA) as each coach is registered on their systems.

Images & Pictures: Images and pictures held by the club will have sought the full permissions of the individuals before being applied in any promotional materials contained IN CONNECTION WITH THE CLUBS ACTIVITIES. This mainly arises in the promotion of the club via the club's official website and media platforms (including facebook pages).

3. Use of Information by the Club (as a Data Processor):

Where approval has been received from a member to contact them by e mail IN CONNECTION WITH CLUB ACTIVITIES, the data is transferred from the membership software and used by the club management/committee members and club team captains who act as a data processor and will use to contact members IN CONNECTION WITH CLUB ACTIVITIES.

Basic data for all members is held on Google sheets which is password protected. This information is accessible to the club management/committee members and club team captains and is password controlled. This is principally used to make contact with members to provide on-going communications and updates with regards to the clubs activities and to obtain players for club matches and club tournaments/social events.

Data will NEVER be passed to other third parties or used in any way not directly related to Club activities.

4. Security:

The membership database is held on Google sheets and is accessible to the Club management/club committee members and the club team captains. The Software is password controlled.

The Club Chair person, Membership Secretary and Club Secretary will principally be designated to take responsibility for data protection compliance and will ensure as part of its overall governance that GDPR is regularly reviewed as part of the club committee's overall governance arrangements through its regular club committee meetings and Annual General meeting (AGM).

5. Registration with the Information Commissioner's Office (ICO):

The Club has not registered with the Information Commissioner's Office as we fall into the category of a 'not for profit organisation' under the ICO terms but we look to apply and adhere to the principles and codes of practice.

6. Right to see information held by the Club:

Members may contact the Club Chairman, Club Secretary or Membership Secretary to see a copy of the information held for them on the membership software. All these numbers are readily available on our club's website under the contacts page.