



# Data Protection Policy



An Inspired Facility



- 1.0 This policy covers the Data Protection of personal data held by the club of its members, and explains how the club manages this data in accordance with the General Data Protection Regulations (GDPR).
- 2.0 Personal data is defined as “any information relating to an identified or identifiable living natural person”.
- 3.0 The Data Controller with responsibility for this policy is the Membership Secretary. If for any reason there is no Membership Secretary appointed at any particular time, then the Data Controller is the Club Secretary.
- 4.0 The Data Controller ensures that the Membership Database used by the Club meets the requirements of the GDPR and is properly secure from unauthorised access. The supplier of the Membership Database is the Data Processor under GDPR.
- 5.0 All new members of the Club when joining, fill out a Membership Application form which gathers data which the Club needs in order to carry out its management functions properly. This form has information and a consent section which new members are requested to tick and sign, which is as follows –

### General Data Protection Regulations (GDPR)

Your data as submitted on this form will be held in a secure membership database which conforms to the requirements of the GDPR. Your data will be used by the club committee to enable them to carry out their management function, which includes ensuring members are in the appropriate membership category, membership subscriptions are paid, and members’ allocations to teams. Your contact details are used to keep you informed of club activities and notices. These data are not passed to 3<sup>rd</sup> parties for advertising or promotional reasons. Please give your consent to this use of your data by ticking the consent box (If you are under 13 years of age this consent must be given by your parent/guardian)

Please note that you have the following rights –

- To know what personal data is held by the club about yourself
- To have your personal data deleted (this is only possible if you also cease your membership)
- To exercise your right to be forgotten where all references to you on our database and website are removed

If you wish to exercise any of these rights, contact the Secretary in writing by email to [secretary@flitwicktennis.co.uk](mailto:secretary@flitwicktennis.co.uk)

Signed (Parent/guardian if member is under 13):..... Date:.....  
 Name of Parent/guardian if member is under 13:..... Relationship to Member:.....

- 6.0 The Membership Application Form is reviewed and amended as necessary at least annually by the Club Committee
- 7.0 Members can exercise their rights under the GDPR to know what data is held by the Club about themselves, and/or have any personal data deleted by writing to the Secretary.
- 8.0 Data which is downloaded from the Membership Database into other electronic data such as Excel is also kept secure from unauthorised access using password protection to the file or to the computer that the file is stored within.