

## **BLTC Data Protection Policy**

Compliance to the General Data Protection Regulation (GDPR)

This policy covers the data protection taken in the administration of the Badshot Lea Tennis Club, hereafter known as 'the Club'.

The information supplied on the Club's membership form will be stored electronically for the purpose of club administration. The Club also records attendance and payment information on paper and electronically. The Club will not pass or sell this information to third parties. The electronic data is password-protected.

### **Treasurer**

- holds membership form for registration to Club.
- Paper forms are retained for at least one year.
- Provides committee member (chair, treasurer, secretary) e-mail address to webmaster.
- Notifies webmaster for individuals who have left the committee role.

### **Webmaster**

- creates alias e-mail for committee member and updates web contact page.
- deletes alias entries when individual leaves the committee role.

### **Chairman**

- any digital copies of membership forms are retained for at least one year.

### **All members**

- at membership join/renewal members sign agreement to the Club policy
- receive pdf copy of updated membership list to enable arrangement of games. This list is NOT to be shared with third parties.
- Any individual may request a copy of the data that the Club holds on them. This request will be responded to within one calendar month.

### **Children**

- Parent/guardian membership form signatures indicates acceptance of the children's ages being held by the Club. For example, these can assist with coaching and fun events at the appropriate age group.