

**GENERAL DATA PROTECTION REGULATION (GDPR)**

**Policy and Procedures**

Data Protection Policy Notice:

**Your information will not be shared, sold or disclosed to third parties without your written consent. We will only contact you to provide information about BVLTC or general tennis activities or in response to direct queries. If at any time you would like to check what information we hold or if you would like us to remove it please e-mail using the Contact page at** [**www.bourtontennisclub.org**](http://www.bourtontennisclub.org) **or call a committee member on the numbers posted on the clubhouse.**

1. BVLTC holds personal data about current and past members, Trustees and individuals who have contacted the club by e-mail via the website

2. Personal data held by BVLTC include name, address, e-mail, phone numbers, dates and type of membership (eg. family, adult, junior) and DOB of juniors under 18 years old.

3. All information is provided by the individuals themselves.

All members are invited on the annual subscription form to opt-in to the use of their personal contact details for communications from the club and between its members. Committee members provide individual written consent to the publication of their contact details.

4. No information is shared with 3rd parties without written consent and restricted to information required to arrange tennis matches and games between BVLTC members, the BVLTC coach and other LTA registered clubs.

5. Access to Information:

Information is kept by the Secretary, Membership Secretary and Treasurer. Access to information is limited to committee members and information is stored in paper and/or soft copy.

6. Security:

Information is kept in designated password protected Excel files and non-networked computers in locked buildings.

 7. Procedure for deletion of personal data:

* physical review of files
* search and removal from e-mails/computer files – physical review, keyword search
* destruction of paper copies/correspondence/records by shredding
* we are required by law to keep bank statement references with name, subscription amount and date for accounting purposes for six years

8. Procedure in the event of data breach:

We would contact the individual/s as soon as we became aware of any data breach and inform the Information Commissioners Office (ICO) if that breach is likely to result in risk to the rights and freedoms of the individual eg if health, criminal or financial records have been compromised. We would investigate the breach and try to implement safeguards for the future.

9. Complaints procedure:

In the event of a complaint about data handling or policy that cannot be resolved by the club, BVLTC will direct individuals to the Information Commissioners Office (ICO).

10. Legitimate Interest:

The lawful basis for Bourton Vale Lawn Tennis Club (BVLTC) to hold personal data is for legitimate interests such as financial recording and correspondence limited to the processing of data necessary to achieve the club’s service to members and reporting obligations.

The legitimate interests are balanced against the individual’s rights and freedoms as all members have provided their own details freely and directly and not through a third party. BVLTC has posted information about its data protection policy on its website in the public domain.

11. BVLTC will keep its data protection policy under review.

Reviewed 10 Mar 2021