

Town Green Tennis Club's Data Protection Policy

General Data Protection Regulations (GDPR) 2018 and the Data Protection Act (DPA) 2018

1. The GDPR came into force in the UK on the 25th May 2018. GDPR is European Union (EU) legislation and regulates the collection, storage and use of personal data. Personal data is data relating to a living individual who can be identified from that data. The UK government brought this European legislation "to life" in the UK, by legislation (the Data Protection Act 2018), and this "enacts" the relevant parts of the GDPR.
2. The primary purpose of the GDPR/DPA is to prevent misuse of individual's personal data, for example commercial exploitation, or breaches of human rights. Its purpose is also to ensure a consistent approach between EU members, as well as consistency in their dealings with non-EU members.
3. The GDPR/DPA applies to the data collection activities at Town Green Tennis Club (TGTC). However because of the limited nature of the data we collect and process, the Club intends to apply a proportionate approach to its implementation.
4. TGTC collect the following personal data for each of our club members:
 - Their name
 - Their status details (Senior, Adult, Junior or Student member)
 - Their address and postcode
 - Contact details (Phone numbers and e-mail contact details)
 - Club responsibilities (for example, Committee member)
 - LTA membership number (as applicable)
 - (For some members), Coaching, other relevant qualifications or DBS status
5. TGTC processes this data for the following purposes:
 - To communicate with our members about club business
 - To monitor trends with club membership
 - To manage and monitor the clubs finances
 - To enable us to do business with the Lawn Tennis Association (LTA) - For example in applying for Wimbledon tickets
 - To enable our members to complete in the Liverpool and Southport Tennis Leagues
 - To manage the security of the club's courts (keys)
 - To ensure we pay the appropriate fees to the Parish Council, for use of the courts
 - To comply with LTA requirements, for example in relation to safeguarding

6. TGTC will never provide your data to third parties, for example for marketing purposes. We do have to provide data to the Parish Council to enable us to pay the correct fee for use of the tennis courts. However this data is anonymised.
7. TGTC also provide data to the Lawn Tennis Association, the Liverpool Tennis League and the Southport Tennis League. This is to allow our members to compete in the different Leagues, to provide protection for our club by insurance in the event of legal action, and to allow our members to apply for Wimbledon tickets. However each of these three organisations are required to comply with GDPR/DPA in their own right; that is they must apply the same level of protection to your personal data, as TGTC does.
8. TGTC do not use cookies on the TGTC website. That means there is no possibility of your personal data being accessed by third party websites to enable them to target you with advertising or engage in commercial exploitation.
9. The data is stored electronically on a password protected spreadsheet and, in its entirety, is only processed (viewed and analysed) by TGTC Committee members. The data will only be kept for approximately 12 months – that is, until a new tennis season starts and club application forms have been analysed and entered onto a new spreadsheet.
10. GDPR/DPA allows individuals to request to see what personal data is held about them. If club members wish to see their data, they can apply verbally or in writing to any Committee member. The names and contact details of all committee members will be posted in the TGTC club house. Access to data will be provided within a month. Club members have the right to request that incorrect data is amended or removed.
11. The informed consent of club members is required for us to collect and process this data. If you do not wish TGTC to store and process your data, please indicate in the place provided on the club application form. If you are a child aged 12 or younger, consent can be granted by your parent/primary carer.
12. TGTC Committee members believe they have complied with the Principles of the GDPR/DPA. We keep only very limited data; that necessary for the successful administration of a tennis club.