



DATA PROTECTION POLICY

The Club acts as a data processor and in doing so fully endorses and adheres to the principles of the General Data Protection Regulation (May 2018) and:

- Only collects information needed for the administration of the Club
- Keeps the information secure
- Ensures the information is relevant and up to date
- Only holds as much information as we need and for as long as we need
- Requires members to 'opt in' to receive communications
- Disposes of information confidentially
- Upon request, allows members to see the information held.

Information Held:

Member information is held on the LTA's 'Clubspark' platform in a secure, password-protected 'Alton Tennis Club' area. The information stored is provided by members on application or renewal forms, specifically:

Members: name, address, telephone numbers, date of birth and e-mail address.

Information is deleted/put beyond use when members cease to be members for any reason.

Member information, separately supplied and maintained individually by members signed up with the app, of name, telephone number, email address, profile picture (optional), month and year of birth and gender (optional) is held by Spond in the Spond app.

Member information, separately supplied and maintained individually by members signed up with the app, of name, telephone number and profile picture (optional) is held by Whatsapp in the Whatsapp app.

Use of Information by the Club:

The Club uses member information to administer its membership database. For newsletter communications, we export members' email addresses to our chosen bulk e-mail platform, MailChimp. Our gmail account captures individual email addresses in a 'contacts' list when individuals correspond with altontennisclub@gmail.com. Data is not and will never be passed to other third parties or used in any way not directly related to Club activities. Members date of birth information held in Clubspark is only used to identify appropriate membership category for junior members.

For those who have opted in, the Match Secretary and other relevant club members (i.e. team Captains) utilise members' contact details on the Spond app to communicate club information eg match details and club events to members..

Similarly, members may opt to join one of the Club's WhatsApp groups, administered by the Membership Secretary and/or other appropriate nominated individual member of the committee (i.e. mix-in organisers) to receive club information eg match details and club events.

Security:

The membership database is held in a password-protected 'Alton Tennis Club' area of the LTA's Club Management Platform, 'Clubspark'. The data is accessible to the Officers of the Club (Club Chair, Club Secretary, Membership Secretary, Treasurer and Match Secretary). Regarding Club newsletters, we use MailChimp as it enables emails to be sent in bulk, without bouncing, at no financial cost. MailChimp has industry-standard security protocols - for full details visit <https://mailchimp.com/about/security>. Our account is password-protected and access limited to the Club Chair and Match Secretary.

The altontennisclub@gmail account is password-protected with access limited to the Chair, Treasurer, Club Secretary and Membership Secretary.

Regarding the Spond app, members' data is protected by Spond - for full details visit <https://spond.com/privacy>.

WhatsApp privacy details can be found at: <https://www.whatsapp.com/privacy>

Right to see information held by the Club:

Members may contact the Chair to see a copy of their personal information held by the Club.

Ailsa Jacob (Chair)

Agreed & approved ATC Committee April 2023