



Sanderstead LTC

Data Protection Policy

Policy statement

Sanderstead Lawn Tennis & Social Club (SLTC) is fully committed to protecting the rights and privacy of our members, volunteers and other individuals in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act (DPA) 2018. This policy applies to all those involved in the work of SLTC. As a matter of good practice, individuals working on behalf of SLTC who have access to personal data, that is personal information which is processed either electronically or on organised paper records, will be expected to have read and to comply with this policy.

Scope of Policy

SLTC collects and processes a range of personal information about you. This includes your name, contact details (address, email and telephone number, including a parent's or guardian's contact details for children) and date of birth. Information about our members, volunteers and other individuals will only be used in accordance with the DPA. Personal data will be collected, recorded and used fairly, stored safely and securely. This also includes sensitive information.

Legal requirements

The purpose of the DPA is to protect the rights and privacy of individuals and to ensure that processing of personal information is not carried out without their knowledge nor, wherever possible, without their consent. The Act requires us to acknowledge the right of 'subject access' – members, volunteers and others must have the right to copies of their own personal data we hold. Any misuse of personal information will be taken seriously and appropriate measures will be taken where necessary.

Purpose of data held by SLTC

The processing of personal information enables us to provide a service for the benefit of our members; administer membership records; fundraise and promote the interests of the club; manage our volunteers; maintain our own accounts and records.

Data protection principles

SLTC is the 'data controller', and as such determines the purpose for which, and the manner in which, any personal information is, or is to be, processed. We will make every effort to ensure that we have:

- 1. fairly and lawfully processed personal data**
- 2. processed data for limited and lawful purposes**
We will not use data for purposes other than those agreed by data subjects (members, volunteers and others).
- 3. only retained adequate, relevant and not excessive data**
We will monitor the data held for our purposes. If information given or obtained is excessive for such purposes, it will be deleted or destroyed.
- 4. kept data accurate and up-to-date**

It is the responsibility of SLTC to act upon the notification of any changes in personal data, amending records where necessary. Members are requested to ensure that any changes to their data is notified to SLTC as soon as possible.

5. not kept data longer than necessary

We discourage the retention of data longer than is required. All personal data will be deleted or destroyed by us after an appropriate period, which will depend on the type of data.

6. processed data in accordance with the individual's rights

All individuals for whom SLTC holds data have the right to:

- be informed upon request of all the information held about them within 30 days;
- the removal and correction of any inaccurate data about them;
- prevent the processing of their data for the purpose of direct marketing.

7. kept data secure

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction.

8. not transferred data to countries or territories outside the European Economic Area unless the country has adequate protection for the individual

No transfer without the explicit consent of the individual concerned. SLTC takes particular care of this when publishing information on the internet that can be accessed from anywhere in the world.

By submitting your personal information to SLTC, you signify your consent to us using the information provided in the manner described above. If we amend our Policy, it will be published on our website. If at any time you wish to update the information which we hold about you, or if you wish to stop receiving information from SLTC, please contact sanderstead.general@gmail.com.

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by the Club Management Committee.

Carrie Askew

SLTC Chair
February 2021