

# Hallam Grange Lawn Tennis Club

## Data Protection Policy

This document sets out the data protection policy for Hallam Grange Lawn Tennis Club Limited (HGLTC).

The Club's data manager is responsible for managing the personal information of members securely.

The personal information held by HGLTC is: name, contact details, and such other information as may be necessary for the effective management of the legitimate interests of the HGLTC.

All members are asked to give permission for their personal information to be added to the club database for use by both HGLTC and the sub-section(s) of which they are a member.

- The HGLTC data manager keeps a record of each member's personal data and their permission to use this for club business.
- Personal information collected by HGLTC is added to an electronic database by the data manager and is used by restricted members of HGLTC to manage club business.
- The data manager provides personal information to the secretary of the sub-section (or sections) to which members belong.
- No member of the HGLTC should pass on the personal details of another member without that person's consent.
- Any person wishing to verify information held about them by the club should apply to the HGLTC data manager at **hgdata136@gmail.com**
- When members holding personal data for club business (e.g. secretary of a sub-section) leave their post they must delete all personal information they hold on members from their records.
- Personal information will not be passed on to any third parties without permission.
- Emails sent out by HGLTC or by officers of the sub-section should be done using blind copies (Bcc) thus no individual emails will be disclosed.
- On leaving HGLTC, personal information about the member will be retained for a limited period and then deleted from the database by the HGLTC data manager and by the secretary of each sub-section, unless it must be retained by law e.g. for accounting records.

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