

**Elstead Village Tennis Club**  
**General Data Protection Regulations**  
**Privacy Policy**

This Policy explains how Elstead Village Tennis Club (EVTC) collects, stores and handles personal data relating to members of EVTC, in accordance with the requirements of the General Data Protection Regulations.

**Personal Data Held**

Personal data provided by members on renewal or on their application forms is held on password controlled software.

Data comprises:

- Adult member: Gender, name, address, telephone numbers, email address.
- Junior & Student members: As above, plus date of birth if required to specify category of membership.

**Use of Personal Data**

The personal data held by EVTC on its members will be used to inform members of any activities to do with the club.

The personal data will only be passed to EVTC Committee Members, Team Captains, the Head Coach, or other persons responsible for EVTC business, to enable them to contact members about EVTC related business.

The personal data will never be passed to third parties or used in any way not directly related to club activities.

Personal information will be deleted immediately following termination of membership.

**Security**

The personal data is held on the Membership Secretary's computer which is password protected.

The software file containing the personal data is password protected and access is limited to the Membership Secretary.

Any sub-set of this information that is passed by the Membership Secretary to EVTC Committee Members, Team Captains, the Head Coach or other persons responsible for EVTC business will also be password protected.

**Data Review**

The personal data will be updated every 12 months following membership renewal, or following receipt of revised personal data from a member.

**Right to See Personal Data**

Members may contact the Membership Secretary to see a copy of the personal data held for them on the software file.

Members can withdraw their consent to the use of their personal data at any time by contacting the Membership Secretary.

**Data Security Breaches & Complaints**

In the event that a member becomes aware of a data security breach, or wishes to make a complaint regarding the processing of personal data by EVTC, contact should be made with the EVTC Data Protection Manager, Lynn Wright (Telephone Number 01252 703286).