

# Data Protection Policy

We take the privacy of your personal information seriously.

## **Governance**

Our Data Protection Officer is the Club Chairman.

We conduct an annual review of our data protection policies and processes.

## **Personal Data Held by the Club**

We use the secure LTA-approved Clubspark system as the primary platform on which we hold your personal information (Name, DOB, Address, Email Address, Phone Numbers, Medical Notes).

We do hold paper records of club members details in secure place.

We extract your email address from Clubspark and hold this information with our club newsletter platform provider (MailChimp).

## **Use of Personal Data**

We use your personal data to manage the club, primarily for:

- Membership administration
- Club communications, including newsletter and surveys
- Access by coaching staff for emergency / medical information

We **do not** share or sell your data to any third party for any purposes, included marketing. This includes our sponsorship partner, who does not have access to membership information.

## **Club Contact Details**

Contact details for Team Captains and for some committee members is available on request from Manager.

Personal contact details for Tennis Coach and Safeguarding officer is on website: [www.bridgendtennis.club](http://www.bridgendtennis.club)

## **Access to Personal Data**

A small number of Committee members have access to the Clubspark, MailChimp for the purposes of managing the Club. This is limited to:

- Chairman
- Club Manager
- Safeguarding Officer
- Head Coaches

## **Your Rights to Your Data**

You are welcome to verify what personal data we hold about you, please contact the Chairman/Manager.

If you leave the club, then we will delete your membership records after 5 years.

## **Privacy policies of third party platforms:**

- Clubspark - <https://clubspark.lta.org.uk/PrivacyPolicy/>
- MailChimp - <https://mailchimp.com/legal/privacy/>