



## **JORDANS TENNIS CLUB DATA POLICY**

**The Jordans Tennis Club ("JTC" or "the Club") will:**

1. Only collect, hold or use personal information about members and other persons for the purposes of administering and running the Club, to keep you informed of tennis club news and its activities and for facilitating the court booking process and for members to communicate with other club members. This information primarily comes from the Annual Membership Application form completed by members or from information provided too and downloaded from the LTA websites for those linked to the JTC Venue.
2. Avoid collecting, holding or using any sensitive personal information unless it is necessary such as to facilitate collecting membership subscriptions or to ensure the safety of the Club's members and activities.
3. Not pass any personal information to any third parties, except for Mycourts website owners (club booking system), or allow it to be used in any commercial way or passed around.
4. Hold all electronic data on personal computers or reputable 'cloud' sites protected by password and keep all other data safely so that it is only available to the Chair and Committee of the Club, or others assisting in the management of the Club's activities.
5. Keep personal data updated when aware of changes and where legitimately requested as set out below. If members cease to be members, their data will be removed after a maximum of one year but if otherwise requested by you, will be removed immediately.
6. To have a standing agenda item at the AGM to consider the personal data held by the Club, whether it is still relevant, whether it requires updating, culling or any other action to keep it relevant, and in compliance with the GDPR. The committee will then decide on any appropriate action it thinks necessary.
7. Destroy your personal data when you leave JTC. If electronic, it will be permanently deleted in the appropriate manner for the site or equipment held on and any paper data will be shredded, burnt or otherwise physically destroyed.
8. Seek your written consent for holding personal data via the Annual Application form and if you have parental responsibility for a child under the age of 18 to be included in membership, for holding personal data about such a child.

**Your rights:**

1. You have the right to find out what personal information the Club holds about you and to seek to amend it and/or have it deleted. The Personnel Data Controller is Jim Newport who can be contacted by email: [jim.newport@btinternet.com](mailto:jim.newport@btinternet.com).
2. You have the right to complain to the Information Commissioners' Office about the way your personal information is handled by the Club if you so wish.