

## Maidenhead Lawn Tennis Club - Personal Data and Privacy Policy

Maidenhead Lawn Tennis Club ('the Club') is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data the Club collects from you, or that you provide to the Club, will be processed by the Club.

### 1. Definitions.

Personal data is defined as including some, but not necessarily all, of the following:

- i. Your name,
- ii. In the case of Junior Members, the name of your parent/guardian,
- iii. Postal address,
- iv. e-mail address/'s,
- v. Phone number/s,
- vi. Date of birth/age,
- vii. Gender,
- viii. BTM number and/or Rating,
- ix. Medical, including allergy and dietary details (purely so that your treatment may be given in an Emergency, and only when specifically and voluntarily declared by yourself) and special needs/requirements/disabilities.
- x. If you are in full-time education,
- xi. Bank account details (limited to number and sort-code)
- xii. National Insurance Number (only applicable to elected Committee Members and as a specific HMRC requirement for their Fit and Proper Persons Declaration).
- xiii. Disclosure and Barring Service – 'DBS' - check (only in so far as it applies to specific members involved with Junior members & vulnerable adults).
- xiv. Details of relevant Qualifications and Training in so far as this applies to services provided by specified Members and Employees – e.g. where these apply to Safeguarding, First Aid, Health & Safety and Coaching etc.

The LTA has its own Terms and Conditions, Privacy Policy and Terms and Conditions for Members which are available on the LTA website and detail how the LTA will use any personal data you provide to them as part of the your British Tennis Membership (where applicable). The Club is not responsible for any data you provide to the LTA.

Most members information is generally limited to items i) to vii), other elements being optional. In the case of Employees, the personal data will also include:

- xv. Information in compliance with the requirements of current Employment and Tax Legislation.

For the purpose of the Data Protection Act 1998, the Club is defined as:

- xiii. The administration systems, processes and records, including hard-copy material, on-site computer systems, off-site data storage and cloud based accounting systems associated with Maidenhead Lawn Tennis Club.
- xiv. The Club's elected officers, Management Committee and Employees (but only where they are required to access or utilise this information to undertake their specified Duties)

# MLTC Data and Privacy Policy

Cont'd

You are asked to read the following carefully to understand the Clubs policies and practices regarding your personal data and how we will treat it. By joining Maidenhead Lawn Tennis Club you are accepting and consenting to the practices described in this policy.

## 2. Data Protection Act 1998

For the purpose of the Data Protection Act 1998 (the Act):

- The data controller is Maidenhead Lawn Tennis Club of 79 All Saints Avenue, Maidenhead, Berkshire SL6 6LY.
- The Clubs nominated representative for the purpose of the Act is the elected Hon. Secretary.

## 3. Information MLTC may collect.

The Club may collect and process some or all of the data defined in Section 1 as part of:

### *a) Information you give the Club as part of your Membership Application.*

You may give the Club information about yourself and/or your family (including children) by filling in Application Forms in hard copy or on the Club website or by corresponding with the Club by letter, phone, e-mail or otherwise. This includes information you provide when you register to use the Clubs website and its associated Court Booking System.

### *b) Information you give the Club through electronic forms which may appear on the Club Website.*

### *c) Information you give the Club through hard-copy forms (e.g. Tournament Entry Forms).*

### *d) Information you give the Club through the Club's Accounts and Payments Systems*

The Club utilises a cloud-based accounting system which may retain some or all of items i) to xi) of the personal information scheduled in Section 1.

## 4. Uses made of the information

The Club will use this information to carry out its obligations in administering membership of the Club, booking courts, arranging matches, tournaments, social events and other related purposes.

## 5. Disclosure of your information

The Club may share your personal information with:

- The Club Administrator.
- The Officers of the Club – namely the Chairman, Hon Secretary and Treasurer in so far as it is reasonably necessary for them to access and use this information as part of their responsibilities for overall stewardship of the Club.
- Certain members of the elected Management Committee, where it is reasonably necessary for the administration of the Club and/or its playing/social activities.
- The Head Coach and members of his team, but only where it is reasonably necessary for them to undertake their coaching activities.

# MLTC Data and Privacy Policy

Cont'd

## 6. Security.

MLTC is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, the Club has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### *a) Where we store your personal data*

The data we collect from you will usually be stored within the UK or the European Economic Area (EEA).

Financial information (bank account and payment details) is stored in the Clubs cloud-based accounting system which utilises secure servers in North America.

### *b) Transmission of Information*

Whilst the Club uses reasonable endeavours to ensure that any personal data/information is communicated securely, the transmission of information via the internet is not completely secure. Although the Club will do its best to protect your personal data, we cannot guarantee the security of your data transmitted to our site or by email to other Club members; any transmission is at your own risk.

## 7. Third Party Use

The Club utilises the following Third Parties to provide systems to allow us to manage the Club:

- Xero – for accounting, financial administration and membership purposes.
- The court booking system for the Club which is operated by courtbookings.org.uk

The Club does not disclose your information to any other third party, nor permit the use of your data, for marketing purposes.

However, the Club may disclose your personal information to third parties if it's under a legal Duty to Disclose or share your personal data in order to comply with any Statutory or Legal Obligation, or in order to enforce or apply our LTA obligations or terms of use; or to protect the rights, property, or safety of Maidenhead Lawn Tennis Club, its members, or others.

## 8. Your Rights

### *Access to Information*

The Act gives you the right to access information held about you, your right of access can be exercised in accordance with the Act.

Access requests will normally be free of charge but may be subject to a fee to meet the Clubs costs in providing you with details of the information we hold about you.

## 9. Changes to Privacy Policy

Any changes to the Clubs privacy policy will be posted on the Club Website and, where appropriate, notified to members by e-mail.

## MLTC Data and Privacy Policy

Cont'd

### 10. Contact

Questions and requests regarding this privacy policy should be sent in writing to:

The Hon. Secretary  
Maidenhead Lawn Tennis Club,  
79 All Saints Avenue,  
Maidenhead,  
Berkshire SL6 6LY.

Or by e-mail to: [honsec@mltc.co.uk](mailto:honsec@mltc.co.uk)

### 11. Terms and Conditions

In joining and continuing your membership of Maidenhead Lawn Tennis Club you are deemed to be accepting the Clubs Constitution, its Code of Conduct and this Personal Data and Privacy Policy.

**Roger True,  
Hon Secretary,  
January 2018**