

**Longton Memorial Tennis Club**

**General Data Protection Regulation (GDPR) Policy**

Longton Tennis club collects a small amount of personal data from its members (Name, Address, Phone numbers, email address) and we are obliged to inform members what we do with this data.

1. We collect club members’ personal data via membership application forms and produce a membership list as part of running the club, accounting, knowing who is eligible to use the clubs facilities, communications on club events and activities, etc. ie it is only being used for the purpose intended.
2. The master list is collected, maintained and stored on the club Treasurer’s personal computer.
3. We share the membership list with tennis team captains and committee members via email and post contact details of key member on our club website and club house.
4. We also provide team contacts details (captains) to the Ribble and Fylde Tennis Leagues for their use in running the leagues and for posting on their websites
5. We do not use any 3rd parties for data processing.
6. We do not pass any data onto 3rd parties or for marketing purposes.
7. We will only retain personal data for as long as necessary. This means that the membership lists will be kept for the current and previous tennis season only and all earlier lists deleted.
8. Members that use the court booking app, will have their LTA data shared with the LTA court booking app. This data can be viewed by club admins only (the admins are Chris, Liz, Ron and Dec). The data can include (if this has been provided at registration): LTA number, forename, surname, age, DOB, gender, email address, postal address, phone number, mobile number, emergency phone number.
9. PayPal - Committee members that have access to the clubs PayPal account (Treasurer and Secretary) can view designatory data that members have registered with PayPal when a payment is made to the club. This could include: name, address, email and telephone number
10. It is therefore the responsibility of all club members that have the membership lists to delete versions older than 12 months