

Privacy Policy followed by Victoria Park Club

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What personal data does the Victoria Park Club collect?

With a limited number of exceptions, the Club collects members' data using ClubSpark: a Club management package sponsored by the Lawn Tennis Association (LTA). For those who register, ClubSpark collects contact information plus date of birth and gender. We make use of data held on individuals affiliated with the Club. For some of our members we may have additional information such as committee memberships or, in certain cases DBS checks done with the member's knowledge and permission. We will also keep information relating to disciplinary matters and sanctions.

In the case of tennis members, we collect the results of tournament matches. For bridge members we collect scores from games you play and these are then displayed on our Bridgewebs pages.

If members provide information on ClubSpark, we also information about any additional support the Club member may have which can be important to allow members to access the Club as fully as possible.

What is this personal data used for?

We use members' data for the administration of your membership, the communication of information, and the organisation of events. In the case of tennis players participating in inter-club, county, or national events results will be passed on to the relevant organisers to determine the team's standing as well as your own personal ranking.

Who is your data shared with outside the Club?

In the case of tennis players, individual membership data and match results may be passed on to the LTA or to league organisers. In the case of bridge members, some of your data will be transferred for use by Bridgewebs. They are not free to pass this on to other organisations that are not connected with the Club. In the case of material collected directly by ClubSpark data-sharing is governed by the Consent Form you complete at the time of registration.

Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with tennis or bridge.

How is your data stored?

Information held directly by the Club is mainly stored in the form of password-protected computer spreadsheets. In the case of bridge members, the information is duplicated on Bridgewebs (again in a password-protected form).

Where does this data come from?

Most of the information is provided directly by members on the ClubSpark forms you complete either when first joining the Club or at the annual renewals.

Match data (tennis) and scoring data (bridge) comes directly from the results of the club events in which you play.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring the Club discharges its obligations under the GDPR is the Membership Secretary.

Who has access to your data within the Club?

Members of the main Club committee and sub-committees have access to members' data in order for them to carry out their legitimate roles within the organisation (see also section on 'Special' data' below).

What is the legal basis for collecting this data?

Victoria Park Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in LTA and other shared activities.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Membership Secretary. In the case of Junior members (minors) this contact may be made by the parent or guardian of the member.

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does Victoria Park Club collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

Any additional information about members' additional support needs shared on ClubSpark may only be shared with the Welfare Officer and other Club officials outside those already with ClubSpark access on a 'need to know' basis to ensure that the member is able to access the club as fully as possible, or to provide any emergency medical treatment that might be needed. If this is the case, then, where possible, explicit 'consent to share' this information will be sought from the individual member, if it has not already been sought by the relevant declaration on ClubSpark. Exceptions to this would include the need for an official to share medical information about a member to allow emergency medical treatment to take place.

If you wish to change the data on your record you can do so at any time by contacting the Membership Secretary.

Those officials with access to ClubSpark will have undertaken a DBS check for safeguarding purposes.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- (1) By editing your ClubSpark Profile you can restrict the contact and other details held by the software. However, we do need to have at least one method of contacting you.
- (2) You may choose not to receive information emails from the Club. (Note that we do not ourselves initiate any on behalf of other organisations).

Either of these options can be implemented for your club membership by contacting the Membership Secretary.

How long we keep your data for, and why?

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We normally keep members' information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

