

## Data Privacy Policy

This policy is in place to formalise our compliance with the requirements of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). Elmwood have always complied with these requirements but are now formalised into this policy.

Elmwood LTC holds a limited amount of personal data solely for administering and informing members of the club.

We do not make any information available to anyone outside the club.

Data is only accessed by the membership secretaries of the club and is held in a database.

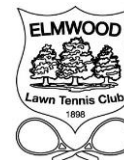
We are always happy to supply you with a copy of the information we hold.  
We will change or remove any data you request – providing we have the basic information to contact you about club membership.  
Just contact the club membership secretary whose details are accessible on the club's website on the Contacts page.

We only share details with other club contacts for club related activity.  
This includes team captains and coaches who may also hold this information while you are involved in activities with them. Once that activity ceases they will also comply with the terms of this policy.

From 1-April-18 we will require each member's agreement to be contacted about club activities. This will be done on membership renewals and on new members joining.

We only hold detailed records for 2-years.  
We hold statistics for several years – membership numbers, membership breakdown by various categories, etc – but we do not retain the detail this was derived from. We hold this information to assist in the good management of the club and to support grant applications.

<b>What we collect</b>	<b>Why</b>	<b>How used</b>
Name	To know who you are	Shared with team captain and coaches where you agree.
Address	To know where you live	To post you membership shoe tag and joining instructions. Only used for team captain if in a team so that lifts can be organised. No other use.
Email address	The primary means of communication with you	To make you aware of membership renewals and team details if you are in a team. Optional you can request not to be informed of any other club activity, but we also email about: club competitions, Bank-Holiday tournaments, Wimbledon ticket draw, social events, etc.



Phone numbers	So that we can contact you if there are problems with your email, or you are in a team	Only used for team captain or coach so that relevant information can be shared. No other use.
Your BTM number and Opt-In status	To know if you are eligible for the club's Wimbledon ticket draw	Also needed by team captains if you play in a team. No other use.
Your date of birth	To know your age if you are applying for a Concession, Cadet or Junior membership	Also, to determine if you are over 11 and eligible for a Wimbledon ticket draw. No other use.
Occupation/School	We solely collect people's occupation so that we may approach you to see if you could help with an issue at the club e.g. architect, solicitor. School – we try and build relationships with local schools and we want to know which schools have members at the club.	Occupation – you do not have to tell us your occupation. It can be helpful to a voluntary group like a tennis club to reach out for relevant advice if necessary.  School – you do not have to tell us your school. We will never identify you individually to a school but use the information to say that pupils at this school are also tennis members to help build relationships with schools.
Ethnicity	We collect solely to have a statistical view of the ethnic diversity of club members to support grant applications	You do not have to tell us your ethnicity. No individual would ever be identified, but it helps with grant applications to demonstrate how ethnically diverse Elmwood LTC is in comparison to other tennis clubs. This helps us compete for grants to improve the club.
Junior/cadet disabilities, special care needs, dietary requirements, allergies, or medical conditions	So that coaches are aware of any special needs	Only shared with coaches