



DATA PROTECTION POLICY

1. The Data Protection Act 1998

It is the policy of Old College Lawn Tennis & Croquet Club to adopt as policy the requirements in all areas of its activities of the Data Protection Act 1998 (see <http://www.legislation.gov.uk/ukpga/1998/29/contents>). This is consistent with the best practice as set out by the LTA (see <http://www.lta.org.uk/NewWebsite/LTA/Documents/Clubs%20Parks%20and%20Schools/Data%20Protection%20Act%20Guidance%20Note.pdf>)

The Act establishes the following eight principles in relation to the processing and management of personal data:

1. Personal data should be processed fairly and lawfully;
2. Personal data should only be obtained for specified purposes and should not be further processed in a manner incompatible with these purposes;
3. Personal data should be adequate relevant and not excessive in relation to the purposes for which they are processed;
4. Personal data should be accurate and where necessary kept up to date;
5. Personal data should be processed in accordance with the rights of data subjects under this Act;
6. Personal data should not be kept longer than is necessary for its intended purpose;
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
8. Personal data should not be transferred outside the European Economic Area (the EU states plus Liechtenstein, Iceland and Norway) unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

2. Club's Obligations

1. It will ask permission to process and use members' personal information.
2. It will specify the purposes for which members' personal information will be used, particularly communications between members and CCTV security.
3. It will only ask for information relevant to Club business.
4. It will not share information with a third party, unless it has member's permission to do so or for the purposes of running Club business (see note 8).
5. It will keep membership records for just two years after a member leaves the club.
6. It will offer the opportunity to unsubscribe to member communications.
7. Personal information will be held on electronic files that are securely/password protected.
8. The Club Committee will review regularly how it processes information in the running of the Club.
9. The Club Committee undertakes to review the personal data it holds and ensure it can only be accessed and processed by members in agreed and prescribed ways.
10. Club Officers are required to understand their obligations under the Data Protection Act.

3. Members' Obligations

1. Members are responsible for the quality, accuracy and currency of their personal data and also their children if junior member(s).
2. Members are responsible for ensuring their personal details and those of other members are protected.
3. Members must keep their own Club website log-in details secret and not divulge them to anyone.

4. Current Established Practice

1. Every new member is asked for information and contact permissions via the membership form as follows:
 - a. "I confirm that this information may be retained by the Club and made available to its members for club purposes only."
 - b. "I agree that the Club may use my email address to contact me about club related matters"
2. The Club will endeavour to use the blind copy facility for Club email communications, unless the sharing of email addresses is essential for the smooth running of Club business.
3. All records of departed members will be deleted by the Director Membership after two years on 1st April of each year.
4. The Club's Executive Secretary and Director Membership will hold a record of who has permissions to access specific information.

5. CCTV

The Club has installed a CCTV system in the club house for crime deterrence purposes. It has storage capacity of 30 days and overwrites itself when it reaches capacity.

Policy Authorised by: Club Committee

Date: 17/12/2013