

# ROTHER MEADS TENNIS AND GAMES CLUB

## **Privacy Policy concerning the collection and processing of personal data**

The data we collect comprises members' names, addresses, email addresses and phone numbers. We collect this data directly from our members, together with data concerning the member's age, if relevant to determining the level of that member's club subscription. This data is collected directly from members either on joining or when you update us.

The data is used by those administering the Club for the administration of your membership, the communication of the Club's calendar and financial status, and the organisation of events.

The Club undertakes to comply with GDPR and personal data is not provided by the Club or its administrators to any other organisation or persons.

Most of our data, including our main membership database, is stored in digital form, on computers.

The Club takes seriously its obligations under GDPR. Only relevant members of the committee and Board, and those who administer the affairs of the Club on a day-to day-basis, and who need access to members' digital data to carry out their legitimate tasks have access to it. They are not free to pass it on to any other person or organisation.

The Club limits the collection of personal data to that required for the purpose of its legitimate interest as a organisation run by, and for, its members. The Club does not collect special data.

The person who is responsible for discharging its obligations under GDPR is David Nelson (davidandsusienelson@btinternet.com). If you have any questions or concerns, or wish to see the private data on you held by the Club, or remove such data from the Club's database, please contact David Nelson.