

## **Limitless Tennis**

### **Data Protection – Policy & Procedures**

**Updated: 20th February 2018**

#### **Legal Background**

The General Data Protection Regulation (GDPR) will take effect in the UK, and across the EU, on 25 May 2018. The GDPR and existing data protection law applies to organisations regardless of size. The basic structure of data protection law will remain the same after May 2018 however the introduction of the GDPR has implications for coaching companies of all sizes and structures. Tennis venues hold and use the personal data of individuals (mainly details of their members and employees i.e. names, addresses, phone number, email address, date of birth). Organisations that hold personal data and use and determine how this data is used are known as 'data controllers'.

Limitless Tennis is an un-incorporated organisation and a data controller.

#### **Responsibility for data protection**

Grant Fellows, 'The Owner and Head Coach' will remain responsible overall for data protection and will be the lead person on ensuring records are kept correctly in line with current legislation and identifying any issues. He will be assisted in this role by his Admin Assistant who will time-to-time update records and databases on behalf of Limitless Tennis.

#### **Audit of information held on Limitless database and records**

An audit was undertaken on 20/2/18 of the information held on record by Limitless Tennis.

This highlighted the following:

- Players give their contact details on the sign-up form when enrolling on a coaching programme.
- They are asked to sign that they agree that their contacts details are kept on a coaching database and will receive emails and newsletters from Limitless Tennis.
- Each newsletter gives an option to opt out.
- Coachees cannot opt out completely from receiving information from Limitless Tennis -such as notices and reminder notices of coaching fees.
- Children are not asked to provide their contact details – parents will give their contact on their behalf.
- Contact details are held – including names, address, emails and phone – on the club database and Limitless Database.
- These contact details are used for sharing information about lessons, squads, future tennis & social events, club rules, membership fees, membership renewals, AGM etc
- They are not used for marketing goods for other organisations and are not sold to other organisations and are not passed to any 3<sup>rd</sup> party outside the club.
- Where members enter a tournament, their contact details will be given to others participating in the tournament, so that matches can be arranged. This will be made clear on the entry form.
- Lists of coachees are not kept in a public area
- Emails are bcc to members – i.e. blind copies, so personal emails are not seen

- Members can sign in to What's app message groups - this is administered by members on behalf of members– individuals can ask to leave the group at any time.

**Subject access rights**

The period for compliance with an individual's right to request copies of the data you hold on them will be reduced from 40 days to one month. There is no charge for this.

Signed

Grant Fellows

Christine Roe

Owner/Director

Chair

Date: 20/02/2018

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