

Reigate Squash Club

Overview of personal data protection at Reigate Squash Club

This document has been prepared for members of Management Committee at Reigate Squash Club (“the Club”) and other members in positions of responsibility. It sets out an overview of how personal data protection is implemented at the club.

Overview

The General Data Protection Regulation (“GDPR”) sets out the requirements to be met when processing the personal data of all individuals within the European Union. The definition of “personal data” essentially refers to any information relating to individual members of the Club. This would include for example name, date of birth, email address and telephone number, but can also cover a variety of other items.

Documentation in relation to personal data protection

The following documentation is intended to assist with the Club’s compliance with GDPR and should be followed by all members of the Management Committee and other members in positions of responsibility:

- Data privacy policy
- Policy for the processing of members’ personal data on personal computers
- Policy for sharing information on children
- Data breach response plan

Members of the Management Committee and other members in positions of responsibility should familiarise themselves with these policies.

Personal data held in paper format

Where members of the Management Committee and other members in positions of responsibility hold the personal data of Club members in paper format, they must ensure that it is:

- Held securely
- Only retained for so long as it is required
- Only relevant items of personal data are held
- Kept up to date
- Shredded robustly when it is destroyed

Data processing where consent is required

Consent is required from individual members (or parents / guardians of Junior members <18 years) before:

- Sending them communications such as newsletters
- Including their name, email address and telephone numbers in the Membership Directory (which is only accessible to Club members)
- Publishing, from time to time, certain photos of them participating in Club activities

If you wish to use members' personal data in this way, you must ensure that the necessary consent has been obtained. The Membership Secretary should be able to confirm if consent has been provided via the membership application / renewal form or via the on-line court booking system "mycourts".

The Club's data privacy policy sets out more details of when consent is required for the use of personal data.

Questions or comments

If you have any questions or comments on data protection at the Club, please contact the Honorary Secretary in the first instance.

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December 2019