

# Reigate Squash Club

## Policy for sharing information on children

### Overview

This policy covers the way the Reigate Squash Club (“the Club”) manages and handles documentation, newsletters and press releases pertaining to children who are members of the Club.

### Definitions

Junior Members	Children up to 18 years old who are Members of the Club (via the Junior or Family membership categories)
Members	Members of the Club as defined in the Rules of the Club
Non-Members	People who are not Members of the Club

### Procedures

- Articles published on the Club’s website which are accessible by Non-Members will refer to Junior Members only by their given name or given name and the initial of their surname.
- News articles published on the Club’s website which refer to individual Junior Members will not be shared on other platforms (e.g. Facebook and Twitter) without appropriate consent.
- Full names of Junior Members will only be displayed at the Club with the appropriate consent. Documents containing full names of Junior Members will only be accessible from Members logging into the Club’s website.
- Press releases that refer to individual Junior Members must have the appropriate consent if required (as stated in the Club’s data privacy policy).

We keep this policy under regular review.

**Reigate Squash Club**

**December 2019**