

	Cambridge University Real Tennis Club Data Protection Policy and Privacy Statement
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The GDPR, the General Data Protection Regulation, has been in operation since May 2017 and is enforceable from 25th May 2018. It is a Regulation by which the European Commission intends to strengthen and unify protection for individuals within the European Union (EU). It also addresses export of personal data outside the EU. Its obligations include minimising collection of personal data, deletion of personal data that is no longer necessary, restricting access, and securing data through its entire lifecycle. Consequently, this new legislation will affect the way the Club contacts its members and stores personal information about its membership.

Cambridge University Real Tennis Club (CURTC) will comply with the requirements of GDPR and will, if requested, promptly delete the data held on any member or former member. We have carried out a detailed "Data Audit" of all data held, why and where it is held, who can access it, the security details in place and how long it is held. This is available to members on request. The following summarises this information.

The following personal information is held electronically by the Club on its members:

- Personal and contact information: prefix, name, address, email address, telephone numbers, college if applicable, date of birth, type of membership
- Contact details of parent/carer/emergency contact
- Any details of medical condition(s) that the member or parent has supplied on membership form; agreement or not to receipt of first aid/hospital treatment
- Court bookings, handicaps, availability to play
- Subscription, court fee and match fee information (dates and amounts paid), payments into Club account, balance with Club account

The Club Booklet, available to members only, includes members' names, email and telephone contacts, and handicaps.

The Club is required by HMRC to keep a record of Gift Aid Declarations. Accordingly the Senior Treasurer holds members' names, postal addresses and some email addresses in electronic and paper formats.

The Club does not routinely collect details of members' bank accounts but in certain cases if you have supplied these details they may be held on our records.

The following information is held within the Real Tennis Online (RTO) system used by the Club and administered for the UK by the Tennis & Rackets Association (T&RA):

Full Name

Date of Birth

Email Address

Contact telephone Numbers

Full address and postcode

Real Tennis handicap, court bookings and playing record

Gender

For some members it will also have a joining date

Other data held if offered by members includes: membership of other clubs, occupation, school/university attended

Information on handicaps, recent matches, tournament draws and results may be displayed on paper in the Club reception area.

The Club will only use members' personal details specified above, and these will be used solely for the following purposes:

- Communication between members to facilitate the management of matches and competitions/events at the Club.
- To manage the legitimate purposes of the Club, including arranging games and coaching, safeguarding members, collecting income and allocating it correctly
- In an emergency, to contact a relevant family member and/or for awareness of an existing medical condition

Members who have not got an up to date subscription to the Club do not automatically have their personal details deleted (they may wish to rejoin and/or stay in touch). But if you request that your personal details (apart from name) are deleted, the Club will comply promptly.

You may have a copy of this policy by request

- You have the right to:
 - Be removed from the lists etc; but this may affect your ability to participate in games and other activities of the club.
 - See what information we store about you, by request to the Club Data Protection Officer, and we will provide this within 30 days.
 - Have your history deleted
 - Change details of the data

Cambridge University Real Tennis Club Committee

16 May 2018