

## **DATA PROTECTION POLICY**

With effect from 25 May 2018, the Data Protection Act 1998 will be replaced by the EU 'General Data Protection Regulation' or 'GDPR' as amended by the UK Data Protection Bill.

### **Contact of Club Contacts or Administrators by the Tennis League:**

**Under GDPR, Club Contacts or Administrators must agree to be contacted by the Tennis League IN CONNECTION WITH TENNISLEAGUE/COMPETITION ACTIVITIES rather than ticking a box to 'opt out'.**

**It is therefore vital that Club Contacts or Administrators tick the box on the Entry Form form agreeing that the Tennis League can contact them by e mail in connection with Tennis League or Competition activities.**

The Tennis League fully endorses and adheres to the principles of Data Protection legislation and will:

- Only collect information needed for the administration of the Tennis League/competitions
- Keep the information secure
- Ensure the information is relevant and up to date
- Only hold as much information as we need and for as long as we need
- Only use the information to contact Club Contacts or Administrators if we have the specific approval of Club Contacts or Administrators
- Allow Club Contacts or Administrators to see the information held on request.

## **Information Held:**

Information provided by Club Contacts or Administrators on their Entry forms is held on password-controlled Tennis League/competition software. Data comprises:

Adult Contacts or Administrators: Name, address, telephone numbers and e-mail.

Junior Contacts/Administrators/players: As above, plus date of birth required to specify category of Entry. Data is deleted when Club Contacts or Administrators cease to be Club Contacts or Administrators for any reason.

## **Use of Information by the Tennis League:**

Where approval has been received from Club Contacts or Administrators to contact them by e-mail IN CONNECTION WITH TENNIS LEAGUE/COMPETITION ACTIVITIES, the data is managed by:

**Hot Rackets Tennis Leagues UK  
HRTL UK Coordinator & Administrator– Tony Scott  
Or relevant HRTL UK Managers**

Data will NEVER be passed to other third parties or used in any way not directly related to Tennis League/competition activities.

## **Security:**

The Tennis League/Competition Contacts database is held on the Tennis League/Competition Computer & Web Site. In both cases, the Software is password controlled. Access is limited to the HRTL UK Coordinator & Administrator & HRTL UK Managers & the agreed Club Contacts & Administrators

## **Right to see information held by the Tennis League:**

Club Contacts or Administrators may contact Hot Rackets Tennis Leagues UK Tony Scott to see a copy of the information held for them on the Tennis League software.