

QUANTON SPORTS CLUB - TENNIS SECTION

LEE ROAD (below the football field)



Data handling and use of data

To all members:

Quanton Sports Club -Tennis Section holds data on its members.

1. Names, addresses, email addresses, phone numbers and subscription details

This data, held by the secretary in paper form (membership forms) and on an electronic spread sheet, is used for providing information to members about events taking place at or for the club or the management of the club or information about LTA events, ie Wimbledon. All emails are sent blind copied. No data is shared with third parties.

2. Subscriptions details can be accessed via the Sports Club's bank account by the chairman, treasurer and the secretary. This personal subscription information is not shared with other members of the committee or other members or third parties.

3. Men's and mixed match team captains hold contact details, both email and phone, of potential and current players. Emails are not blind copied in order to allow team players to contact each other. Data is not shared with third parties.

4. The tennis coach holds personal contact information for those members and non-members who attend the coaching sessions. This data is held in electronic and paper form by the coach and is only used for contacting those wishing or might wish to attend coaching, to give information about the coaching course. A copy of this information is sent to the secretary who uses it to alert members and potential members of future coaching events. This personal data is not shared with third parties.

5. The chairman, fixtures secretary and team captains hold personal contact details of members of the local Bucks LTA, their officers or other fixtures secretaries. This personal information is not shared with third parties.