



# AVONDALE LAWN TENNIS CLUB DATA HANDLING POLICY

## About this document

This Data Handling Policy sets out guidance for Committee members and other members of the Club who may be in receipt of personal data. The Policy should be read in conjunction with the Club's Privacy Policy.

## Responsibilities for handling data:

**Committee members:** Committee members may have access to the personal data of Club members through the ClubSpark database or through other information disclosed during the course of their responsibilities as a member of the General Committee. Committee members must take due care in keeping private such personal data and must not share personal data with others unless specific consent is given by the individual. If such consent cannot be identified via the ClubSpark Membership database then specific consent must be obtained.

**Director of Coaching/Head Coach:** As well as having access to personal data on ClubSpark the Director of Coaching/Head Coach will have access to personal data of members of the coaching team, including sensitive information such as DBS checks. Some of this information will be in paper form. The Director of Coaching/Head Coach must take due care in keeping private such personal data and must not share personal data with others unless specific consent is given by the individual. All personal information in paper form held by the Director of Coaching/Head Coach must be stored in a secure locked cabinet under his/her personal control.

**Chair of Selection Committee and Match Secretary:** The Chair of the Selection Committee and the Match Secretary may be given access to personal contact data in respect of team players for the purpose of arranging matches and selecting teams. The information provided must only be used for this purpose. Contact data regarding match players may be passed on to Team Captains only for the purpose of organising tennis matches. The Chair of the Selection Committee should advise Team Captains of any members who have requested that their personal data should not be passed on to other team members.

**Team Captains:** Team Captains may receive personal contact data about team members. This data must only be used for the purpose of organising tennis matches and may not be shared with any third party. If any team member has not consented to the sharing of their contact information with other team members then the Team Captain must take particular care not to disclose such contact information inadvertently by sending open emails to all team members.

The Committee  
April 2024