



BOLDMERE TENNIS CLUB

138 Jockey Road, Sutton Coldfield, B73 5PP

GENERAL DATA PROTECTION REGULATIONS (GDPR) GOVERNANCE POLICY May 2018

The introduction of new regulations in May 2018 requires Boldmere Tennis Club members to provide their consent to Boldmere Tennis Club for the holding and sharing of appropriate personal information. New annual membership forms are issued to all members to complete as priority and consent will be required by the Club to hold and provide information on its members.

Boldmere Tennis Club respects personal information and privacy and it does not share or sell data to third parties. BTC has taken all steps possible to comply with GDPR and ensure that information is held securely both electronically and as hard copies (eg membership form). The Compliance Officer is Darrin Gamble. As information is renewed each membership year, data will be updated and the previous year's data destroyed.

In consenting Boldmere Tennis Club to hold personal data, members have the right to withdraw their consent to the data held at any time. Members also have the right to request/view data held by Boldmere Tennis Club and they also have the right to complain to the Information Commissioner's Office (ICO) if there is an issue. Should members wish to view their data, they will need to contact Compliance Officer Darrin Gamble who is responsible for those requests and Boldmere Tennis Club will respond within 30 days. Boldmere Tennis Club has also taken all possible measures to protect itself and its members in the event that any data is damaged or lost. If there is a data breach, Boldmere Tennis Club will report the loss to the ICO within 72 hours

Members are asked to consent to Boldmere Tennis Club including a member's telephone contact number on a membership list in the clubhouse for the purpose of arranging matches or for Boldmere Tennis Club members to contact a member. Members are within their right to request the information to be withheld and not included. Members are also asked to consent to e-mail distribution directly by Boldmere Tennis Club regarding club information, updates or tournaments – the e-mail addresses are not provided to third parties.

Boldmere Tennis Club is presently updating its website and facebook pages. Members will therefore receive requests for photographic likeness to be used as appropriate. Their consent would be required for all media/promotional material.

If there are any concerns or questions, please contact Compliance Officer Darrin Gamble on info@boldmeretennisclub.org.uk.

Boldmere Tennis Club Committee