

Cleveland Tennis League

Information and Data Protection Policy

1. This policy sets out how the Cleveland Tennis League acquires, stores and manages information about league members and deals with three aspects of information management
 - Data requested from members
 - How data is stored and shared within the management committee
 - How data is shared with third parties.

Data requested from members

2. Only the minimum data necessary to facilitate management of the league will be requested from clubs. This comprises for example: club names and addresses, email contacts, telephone numbers, captain's details.

How data is stored and shared within the management committee.

3. Only those members of the management committee whose role/duties require sight of membership data, Chairman, Secretary, Treasurer and Assistant Secretary will be permitted access.
4. Membership data will be collated by the Secretary and Assistant Secretary and in doing so, he/she will be the only officers who will store a copy of the data on a PC.
5. Once an annual membership renewal exercise is completed, historical copies of membership records will be securely deleted after 6 years.

Information shared with third parties

6. No information will be shared with any third parties (other than with Dunlop, our current league sponsors) for commercial and/or marketing purposes without prior consent of the clubs.

A communication of our policy will be forwarded to all clubs individually by e mail prior to the 25th May giving them contact details of the Secretary and Chairman should they have any query about the league policy.

A copy of our policy will be available on our website for member clubs.

This policy has been agreed by the league committee.