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# **OLD ETONIAN RACQUETS & TENNIS CLUB**

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## *Privacy Notice relating to the General Data Protection Regulation (from 25<sup>th</sup> May 2018) and the storage and processing of Members' Data*

### **1. Lawful Basis**

The lawful basis for the electronic storage and processing of members' personal data is that we are pursuing legitimate interests relating to the continued operation of the Club and we believe our members have an expectation to be contacted on these matters. We will not be seeking opt-in consent from each of you to continue to hold and use your data for these purposes.

### **2. Personal Data Collected, Stored and Processed by the OER&TC**

The following personal data are collected by virtue of self-completed membership forms when members join the Club. Similar data is also collected when members enter the Spring Weekend and attend the Annual Dinner. This data is then stored and processed by the OER&TC (though not all items are collected for all members):

- Name
- Home postal address
- Home and Work email addresses
- Home, mobile and work telephone numbers
- Individual sports played
- Year of leaving Eton

### **3. Where Data Are Stored and How They Are Protected**

The data is stored on an Excel workbook by the Treasurer & Membership Secretary held on his personal and business computers which are password protected. For the Spring Weekend, data is stored on the organiser's personal computer which is password protected.

The Club website [www.oertc.com](http://www.oertc.com) is hosted by SiteWizard who act as a Data Processor for any content included on the website. The website provider and website is PCI compliant and does not store members' data. On completion of the website's New Members Sign Up form, data entered is processed solely for the purpose of validation of the applicant's membership of the Club.

### **4. Who Has Access to the Data and for What Purposes?**

**The Treasurer & Membership Secretary** has an Excel workbook where he updates the personal information of existing members and adds new members from the detail they provide in their membership forms. This is for the purpose of compiling the annual hard copy mailings and providing members with detail on events and matches. This data is stored on his password-protected personal and business computers.

**Committee members and match managers** of the OER&TC will have access to the detail on the master spreadsheet to enable them to arrange matches and related events.

**Spring Weekend** organiser maintains a participant dataset that allows him to email out (to part or all of the participants) the latest versions of the draws, the lunch list, the cocktail party list, competition rules and regulations, and other process documents directly related to the efficient running of the event.

We do not pass any data onto third parties or use this for any applications outside those stated above.

## **5. For How Long Does the OER&TC Plan To Keep the Data?**

The data relating to each member are to be kept for as long as that individual remains a member of The Old Etonian Racquets & Tennis Club, or:

- he asks the Membership Secretary for his acceptance and data to be withdrawn

The data is updated by the Membership Secretary at the request of the member.

Data relating to entries for meetings and events is kept electronically indefinitely following the events. Any paper entries are destroyed confidentially as soon as the event is complete.

## **6. Does the OER&TC Have a Function/Reason for Every Piece of Data Collected?**

Names of members identify who are current members of the OER&TC.

Postal addresses are used for the annual hard copy mailing of the annual report and also to contact those members for whom current email addresses have not been provided.

Email addresses are used for easy contact by those organising events and matches on behalf of the OER&TC, and for other messages relating to the Club that need to be sent out by the Membership Secretary and other members of the Committee.

Telephone numbers are used for last minute arrangements and also to contact those members for whom current email addresses have not been provided.

Detail on sports played is used to select members to contact for different Club matches.

Year of leaving Eton is used to identify eligibility for young member subsidies.

## **7. Mandatory Breach Notification**

The Committee acknowledges that the GDPR requires the OER&TC to notify members within 72 hours of any breach of data security. Such notification would be co-ordinated by the Membership Secretary. It is in turn important that members report to the Membership Secretary any suspected breaches of data security as soon as possible. The Committee are also required to notify the Information Commissioner's office (ICO) of any data breach that risks the rights and freedoms of individuals.