**GDPR – General Data Protection Regulations**

As I am sure you are aware this is bit of a minefield and whilst the intentions of the regulations are well founded, smaller voluntary clubs such as ourselves still face the challenge of having to comply.

The Data controller (refer website for existing incumbent), will store electronic details of the club membership application form which includes inter alia; members name, email address, age, and contact telephone number.  As these details have been given willingly by yourselves, the Data Controller assumes you are happy the details are retained.

The details within the club membership form are held purely to administer the Club, and will not be passed to any third party, unless you categorically give permission (ie you may wish your details to be passed to Table Tennis England for membership purposes).  GDPR requires the Data Controller to obtain its members permission for these records to be held on behalf of the Club and by signing the club membership form the members or parents of members (Under 18) accept that their name, and contact details are held by the Data Controller.

**General Data Protection Regulation (GDPR) – Ottery St Mary Table Tennis Club Policy**

* The GDPR covers the protection of Members regarding the processing of their personal data.
* Ottery St Mary TTC has an obligation to protect this data.
* The Club Committee, as specified on the club website, will from time to time have sight of the members data, in the absence of the Data Controller or committee meetings for the purpose of running the club.
* Ottery St Mary TTC will hold Member’s details securely on a database that is password-protected.
* The information held will be controlled by the Data Controller whose details appear on the club website.
* All Club membership forms will be destroyed three years from the date of the form.
* BCC function within e mails to be used at all times when sending group e mails to club members.
* Member’s details will be used to contact them regarding information pertaining to the club, league fixtures and their membership, as well as any table tennis matters that the club feels of interest to the individual member.