

## **Avon Pickleball Club Data Protection Policy**

### Introduction

- 1.1. This policy is designed to ensure compliance with the GDPR and to protect the privacy and security of personal information collected by Avon Pickleball Club (the Club). The Club is committed to protecting the privacy and security of personal information of our members, volunteers, and participants.
- 1.2. This policy sets out how we collect, use, store, and disclose personal information in accordance with the General Data Protection Regulation (GDPR).
- 1.3. This policy applies to all personal information collected by the Club, whether in electronic or paper format.

### Collection of Personal Information

- 2.1. Personal information collected by the Club may include names, contact and emergency contact details, role, gradings and membership details.
- 2.2. The Club will only collect personal information that is necessary for the purposes of its activities and functions.
- 2.2 Graded play match results will be used to produce individual Club rankings via Pickleballranker.com.
- 2.3. All other Personal information will be collected directly from the individual concerned and is used for the management of the Club.
- 2.4. The Club will take reasonable steps to ensure that personal information collected is accurate, complete, and up to date.

### Use of Personal Information

- 3.1. Personal information collected by the Club will only be used for the purposes for which it was collected.
- 3.2. Personal information will only be used for secondary purposes with the consent of the individual concerned.
- 3.3. The Club may use personal information to communicate with members, volunteers, and participants about Club activities and events.
- 3.4. The Club may use personal information to comply with legal obligations, including reporting to government bodies.
- 3.5. The Club may disclose personal information to its service providers, such as website hosts and email providers, only for the purposes of providing services to the Club.

### Storage and Security of Personal Information

- 4.1. Personal information will be stored securely in electronic or paper format, with appropriate measures taken to prevent unauthorised access, use, or disclosure.
- 4.2. Personal information will be retained for 7 years.
- 4.3. Personal information will be securely destroyed when no longer required.

### Access to Personal Information

- 5.1. Individuals have the right to access their personal information held by the Club and to request corrections to any inaccurate or out-of-date information.
- 5.2. The Club will respond to requests for access or correction within a reasonable timeframe and without charge, unless the request is excessive or unfounded.

### Complaints

- 6.1. If an individual believes the Club has breached their privacy rights or this policy, they may make a complaint to the Club's Chairman.
- 6.2. The Club will investigate all complaints and take appropriate action to remedy any breaches of privacy.

4 April 2023