Additional Privacy Data Policies

(updated 9 February 2026)

MTSC takes the security of your personal data and information very seriously. In addition to our Privacy Notice which you have been given access to (available on the Club website), you have certain other rights detailed below.

Lawfulness, Fairness and Transparency We will only collect your data legally and fairly and be transparent (inform you on request) of the data we hold on you and what it is used for

Purpose Limitation Your data will be collected for specific and legitimate purposes only. It will not be shared with any third party without your express consent.

Data Minimisation We will only collect and keep the minimum amount of data necessary either by statute or in the running of the Club, including events and as required by the relevant Sporting Body (i.e. LTA and England Squash).

Accuracy We will keep all data held both accurate and up to date. However, it is your responsibility to inform the Club of any change of details such as but not limited to change of address, contact details, change of any relevant medical history that you wish the Club to be aware of and any other relevant information pertaining to your membership

Storage Limitation We will only hold your data for as long as it is needed. Your membership information will be held for up to 6 years after you leave the Club, other information such as significant results will be held indefinitely solely for the purpose of Club records and history

Integrity and Confidentiality We will protect your data as far as is practically possible through secure storage and password protected software and applications. We cannot be held responsible for data you share personally with other individuals and groups within the Club

Reporting Suspected data breaches should, in the first instance be reported to a member of the MTSC Management Committee for urgent investigation.

Following that investigation you will be informed of the outcome and future steps (if any).

As a member of the Club, you have the following rights

Right to be Informed you have the right to be informed about the collection and use of your personal data

Right of Access you have the right to access and receive a copy of the personal data held about you with any other supplementary information In order to access this you must submit a Subject Access Request (SAR) in writing to a member of the Committee or the Club's Data Protection Officer (DPO) who will respond within 72 hours. Repeated requests for data will not be responded to or acknowledged, only requests that are fair and reasonable will be processed

Right to Rectification You have the right to request that any incorrect or inaccurate information held about you either rectified or completed. It is however your responsibility to ensure that any data held by the Club is complete and accurate. Errors and Omissions excepted

Right to Erasure Under UK GDPR and Data Protection regulations, you have the right to have your data erased (known as the Right to be Forgotten). The Club will erase all data held about you within one month, other than that information required for Club history or records and any such data as we may be legally required to maintain (i.e certain financial information, any disciplinary information, etc.)

Right to Restrict Processing You have the right to request the restriction or suppression of your personal data. This includes being removed from mailing and marketing lists. Such requests will be processed as soon as practically possible but there may be some delay where information is processed externally such as Mailchimp or the LTA.

Right to Object You have the right to object to the processing of your data in certain limited circumstances

Right to Data Portability You have the right to request that your data is made available in a regularly used format in order for your data to be transferred to a third party i.e. if you chose to join another Club

If you have any concerns about the data held by the Club, what it is used for and how it is processed, you should in the first instance contact either the Club Secretary or the Club Data Protection Officer. They will investigate your request and respond no later than within one month from the date your request is received.

Nothing contained herein limits or restricts your rights under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. Any concerns or questions should be raised in first instance with either the Club Secretary or Data Protection Officer.

ENDS