

Lawn Tennis Association Coach Qualification Data Protection Policy

1 Scope

The Lawn Tennis Association (the 'LTA') is fully committed to protecting the rights and privacy of individuals. In doing so we are committed to protecting the privacy and confidentiality of data provided to us.

If you choose to give us personal information, such as your name, contact details and date of birth (for example to book on to a coach qualification course) then this will be held and processed by the LTA in accordance with the Data Protection Act 1998. The LTA may also need to transfer your personal information to its county, national or island associations who will process this information strictly on the LTA's behalf.

Information about our personnel, learners and other individuals will only be used in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely. This also includes sensitive information.

1.1 Use of personal information

The LTA is committed to operate in line with the data protection principles by:

- collecting accurate personal data only
- protecting staff, learners' and other individuals' personal details and any related records using this data fairly and only for specified lawful purposes
- handling personal data for limited, specifically stated purposes
- using personal data in an adequate and relevant manner, which is not excessive
- holding personal data only for the time period required
- maintaining personal data safely and securely
- adhering to regulations and related procedures to ensure that all employees who have access to and handle any personal data held by or on behalf of the LTA in line with individual's data protection rights, are fully aware of and abide by their duties under the Data Protection Act 1998

The LTA may use your personal data for the following purposes:

- To perform the services that you have requested which may involve contacting you by post or email
- To allow the LTA to administer British tennis, for instance by organising tournaments or issuing coach accreditation
- To make parts of the LTA website easier to use by not making you enter your personal information more than once
- The reasonable purposes of the LTA, acting always within the Data Protection Act 1998
- To market to you LTA and third party products and services and other purposes as you may have consented to in submitting your personal data

By submitting your personal information to us, you signify your consent to the LTA using the information provided in the manner described above. If we amend our privacy policy, it will be published on the LTA's web site. If at any time you wish to update the information which we hold about you, or if you wish to stop receiving information from the LTA, please contact info@LTA.org.uk.