



DATA AUDIT FORM

All data held by Fakenham Tennis Club relates to members of the Club.

All data has been collected by members filling out the appropriate data collection form. This has been done by the member themselves or, in the case of junior members, by a parent/guardian.

The data is used solely for club purposes to advise members of events & club programmes. This information is included on the data collection form.

The club does not pass information on to any third party, nor send information overseas.

All data is kept in an e-mail folder, in a secure computer folder & in a paper file at the secretary's house. The data is regularly checked & up-dated & any data no longer required is removed from the electronic files & paper records securely destroyed.