

UK Data Protection and an RTO Administrator's Responsibilities

"Real Tennis Online" (RTO) provides support for the dissemination and communication of information to players, adjustments to handicaps, player and membership statistics and such things as trends and rankings for various categories of players .

As well as match results and handicaps it includes some personal information, for example:-

- Name and Contact Details, such as email address and phone numbers
- Gender, Date of birth
- Postal Address, Country of residence and representation
- Membership of real tennis clubs, associations and related organizations

In RTO a club member may view their own personal details and amend certain aspects. An ordinary club member is not able to view the personal details of another member.

Each club has one or more administrators (normally professionals but also, for some clubs, some officers of the club) registered on RTO who are able to enter new data and change existing data for their club - and only their club. It should be noted that, in order to facilitate the running of open tournaments and matches between clubs, all RTO administrators can see the personal data for all members at all clubs.

YOUR DATA PROTECTION RESPONSIBILITIES AS AN RTO ADMINISTRATOR

It is important that all RTO administrators understand their duty of care regarding the personal information that is held in RTO. The UK legislation which covers this is the UK Data Protection Act (DPA). The important requirements in the DPA if you are an RTO administrator are:-

1. Personal data shall be accurate and kept up to date.
2. Personal data shall not be kept for longer than is necessary.
3. All club members have rights given to them by the DPA,
 - a right of access to a copy of the information comprised in their personal data;
 - a right to object to processing that is likely to cause or is causing damage or distress;
 - a right to prevent processing for direct marketing;
 - a right to object to decisions being taken by automated means;
 - a right in certain circumstances to have inaccurate personal data rectified, erased or destroyed; and
 - a right to claim compensation for damages caused by a breach of the Act.

Therefore as an RTO Administrator you are required to

1. Be able to advise your club members how they can view and change their own personal data using RTO
2. Delete records which are out of date as soon as is reasonably feasible
3. NOT provide your club's personal RTO data to third parties without checking with one of your club officers
4. NOT provide any personal data from other clubs to third parties without getting approval from that club or going via the T&RA Office (who may seek approval on your behalf)

IF YOU ARE IN DOUBT ABOUT ANYTHING RELATING TO THE DATA PROTECTION ACT AND RTO PLEASE DISCUSS THE QUESTION OR ISSUE WITH THE T&RA OFFICE.