



Staff & Volunteer Information Policy (2025–2026)

1. PURPOSE

This policy sets out how BLTSRC collects, uses, stores and retains information relating to employees, self-employed coaches, and volunteers. It ensures compliance with UK GDPR, the Data Protection Act 2018 and safeguarding standards.

2. SCOPE

Applies to:

- PAYE employees
- Self-employed coaches and contractors
- Club volunteers
- Committee members involved in personnel oversight

3. INFORMATION WE COLLECT

Employees:

- Contact details, emergency contacts
- Right-to-work documentation
- Payroll and HR records
- Safeguarding checks (DBS, references)
- Training and performance records

Self-Employed Coaches:

- Contact details
- Qualifications and accreditation details



- DBS and safeguarding certifications
- Public liability insurance
- Emergency contacts

Volunteers:

- Contact and emergency details
- Role-dependent DBS checks
- Safeguarding induction completion

4. LAWFUL BASES FOR PROCESSING

Employees:

- Contractual obligation
- Legal obligation (e.g., payroll, safeguarding)

Coaches:

- Legitimate interests of the Club
- Legal obligation for safeguarding compliance

Volunteers:

- Legitimate interests
- Vital interests (for emergencies)

5. DATA STORAGE & SECURITY

- Personnel data stored securely with restricted access.
- Digital data password-protected with role-based permissions.



- Paper files kept in locked cabinets.
- Only authorised personnel access sensitive data.

6. DBS & SAFEGUARDING RECORDS

- DBS checks renewed every 3 years.
- Confirmation of DBS status kept (not full certificates).
- Access restricted to the CWO and authorised Committee leads.
- Safeguarding training and induction records maintained.

7. TRAINING & COMPLIANCE RECORDS

Maintained for:

- Safeguarding and child protection training
- Coaching qualifications
- First aid qualifications
- Mandatory Club induction

8. RETENTION PERIODS

Employees:

- Personnel files retained for 6 years after employment ends.
- Payroll records kept for 6 years.

Self-Employed Coaches:

- Qualification, safeguarding and insurance records kept for 3 years after departure.

Volunteers:



- Contact data and safeguarding records kept for 3 years after leaving.

DBS:

- Only confirmation stored; deleted once no longer required.

9. INFORMATION SHARING

Shared only when:

- Required by law (HMRC, safeguarding agencies, insurance)
- Necessary for safeguarding children or adults at risk
- Consent has been provided where applicable

Never shared with third parties for marketing.

10. RIGHTS OF INDIVIDUALS

Individuals may request:

- Access to their personal data
- Correction of incorrect data
- Deletion where lawful
- Restriction or objection to certain types of processing

11. DATA BREACH REPORTING

Any suspected breach must be:

- Reported immediately to the Club Manager
- Logged and investigated within 72 hours
- Escalated to ICO if there is risk to individuals



12. RESPONSIBILITIES

Club Manager:

- Ensures data protection compliance
- Oversees secure data systems
- Ensures staff/volunteers complete training

CWO:

- Maintains safeguarding-related personnel records
- Ensures DBS compliance

Committee:

- Provides governance and oversight

13. REVIEW & MONITORING

This policy is reviewed annually or when legislation changes.

Next Review: September 2026

APPENDICES

A – Staff Data Inventory

B – Volunteer/Coach Information Checklist

C – Data Access Request Form

D – Data Retention Schedule

BLTSRC Staff & Volunteer Information Policy 2025–2026

BERKHAMSTED
LAWN TENNIS &
SQUASH RACKETS CLUB



Version Control

Policy Owner: Club Manager & Committee

Version: 2025–2026

Last Updated: February 2025

Next Review: September 2026