

## Britannia Table Tennis Club - Data Privacy Policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. we may be required to amend this Data Privacy Policy due to regulations. For any significant changes you will be notified but you are advised to check x URL for the latest Privacy Policy
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. **Who are we?**

- 2.1 We are [*name of club/league*]. We can be contacted at [*insert address, e-mail address and phone number*].

### 3. **What information we collect and why.**

Member name, address and contact details	Manage club, league and TTE memberships	Fulfill membership and any relevant competition
Emergency contact details	Contact next of kin in an emergency	Protecting member vital interests
Health information	For medical emergency	Protecting member vital interests
Age related information	Membership and competition categories	Fulfill membership and any relevant competition
Gender	Provision of member facilities	E.g. Toilets
Gender	TTE reporting	Diversity funding data
Name and TTID	Competition entry, results, rankings	Fulfill membership and any relevant competition
Photos / videos of members (inc. Juniors)	Website, noticeboard and press publicity	Express consent given each year on membership forms that can be refused or withdrawn in writing
Name and email	Club internal communication	Fulfill membership and any relevant competition
Coach name and contact details	Managing club coaching	Fulfill membership and any relevant competition

#### **4. How we protect your personal data**

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **5. Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

#### **6. How long do we keep your information?**

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Club/League and for as long afterwards as it is in the Clubs'/Leagues' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

#### **7. Your rights**

- 7.1 You have rights under the GDPR:
  - (a) to access your personal data

- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our [Data Protection Manager] *[insert address or e-mail address]*.

Compiled May 2018 v1