

Derby and District Table Tennis Association

GDPR policy and notice

1. INTRODUCTION

We at the Derby and District Table Tennis Association (D&DTTA) want to make sure all the personal information we have collected about you is safe and secure. This Policy and Notice set out our commitments to you, in compliance with the General Data Protection Regulation (commonly known as the GDPR) and explains how we collect, store and use your personal information.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our General Secretary has overall responsibility for data protection compliance in our organisation.

2. NOTICE

D&DTTA is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

In the event of any query or complaint in connection with the information we hold about you, please email the Association's General Secretary, whose contact details can be found at: <https://www.tabletennis365.com/Derby/Organization>.

3. PERSONAL INFORMATION SHARED WITH US BY TABLE TENNIS ENGLAND

Table Tennis England (TTE) collect personal data from you as part of their membership relationship with you. When you request to be associated with the Derby league, TTE will share with D&DTTA personal information about you that you have given to them.

This includes

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- ethnicity;
- disability;
- membership start and end date;
- details of any county membership;
- records and assessment of any player rankings, grading or ratings, competition results, details regarding [events/matches/games] attended and performance (including that generated through player pathway programme);

4. PERSONAL INFORMATION COLLECTED DIRECTLY BY D&DTTA

We collect personal information about our members when you participate in a league or cup competition, contact the association, act as a team captain, club contact or committee member.

This includes

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- gender;
- disability

In addition, we collect personal data when you bring a junior to junior training sessions.

This includes

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- The name of the junior participant.

5. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information.

Purpose	Personal information used
To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.
To enable administration of league and cup matches.	Contact details of team captains including publishing these on the website and in the annual handbook.
To enable administration of D&DTTA	Contact details of members of the management committee and holders of other administrative roles in D&DTTA including publishing these on the website and in the annual handbook.
To send you information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, products and information about our commercial partners	Contact details and marketing preferences.
To answer your queries or complaints	Contact details and records of your interactions with us
Retention of records	All the personal information we collect.
For the purposes of promoting the club, our events and membership packages.	Images in video and/or photographic form.
To comply with health and safety requirements	Records of attendance and medical information about your health
To administer your attendance at any courses or programmes you sign up to	All contact and membership details, transaction and payment data. Details of any county membership and performance data.
To arrange for any trip or transportation to and from an event	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.
To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect
For the purposes of equal opportunities monitoring	Name, title, date of birth, gender, information about your race or ethnicity and health and medical information
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about your criminal convictions and offences

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent.

6. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **Our Commercial Partners:** for the purposes of providing you with information on any tickets, special offers, opportunities, products and services and other commercial benefits provided by our commercial partners where you have given your express consent for us to do so;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

7. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

8. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date. Where practical we will use data you share with TTE as the current accurate version.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you; that you share with them will
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

10. CHANGES TO THIS NOTICE

Any changes we may make to this Policy in the future will be posted on our Site and, where appropriate, notified to you by e-mail. When we change this Policy in a material way, we will update the version date at the bottom of this page.

11. CONTACT

In the event of any query or complaint in connection with the information we hold about you, please email the Association's General Secretary, whose contact details can be found at: <https://www.tabletennis365.com/Derby/Organization>

Whilst this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

12. VERSION

This policy was approved by the Derby and District Table Tennis Association Management Committee on 1st August 2018 and is effective until replaced by a more recent approved version.