

Ellesmere Port and Chester Table Tennis Centre

How we use and protect the data we collect about our members

What data do we hold

When you first come to a session you will be asked to fill in a membership form, the data this collects covers your name, contact details, date of birth, sex, school or college and any illnesses or disabilities. We also keep a record of each weeks attendance.

Why do we need this data?

The insurance for our sessions is provided through Table Tennis England and this requires that we register all our members as members of Table Tennis England: when we give them your data we ensure that we set your privacy settings with them to the highest setting . They require that we provide them with your name, address, phone number, date of birth, sex, and any illnesses or disabilities.

We use your email address to contact you if this is required for a special purpose, e.g. to let you know if you may have left something at the club, or if you play for one of our teams to let you have details of fixtures. We do not use group emails. If you would like us to remove your email address from our held data please let the secretary know.

The reason we wish to know about your school or college is so we can tell you about any school table tennis competitions that are coming up and so that we can charge you the correct fee as students pay a reduced fee.

We are also required to provide BRIO (who operate the leisure centre we use) some statistical data, but this does not include anyone's name. We do not provide your data to any other company or person

How we hold your data

Membership data is held in a password protected spreadsheet on the secretaries home computer, which is also password protected (with a different password). A paper copy of this spreadsheet is brought to the session so that if anyone is ill or injured we are aware of any underlying conditions and can provide this information to the emergency services if necessary. The attendance data, which only includes players names, is also held on the same computer. It is also shared with the Treasurer (to tally attendance with takings) and the Head Coach (to allow better session planning). Both files are backed up to the cloud, again password protected with a different password, and to a back up disc which is held in a safe.

Both files are reviewed at the end of every year. The attendance file is deleted and a new one started. The membership file has the details of any member who did not attend more than once in the previous year deleted.

If you are leaving the club and would like your name removing from the records (EP&CTTC and TTE) please let the secretary know.

If you have any questions or concerns please speak to the secretary.