**PHOENIX TABLE TENNIS CLUB**

 **DATA PROTECTION POLICY**

1. **About this policy**

1.1 This policy explains when and why we collect personal information about our members, 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 the Phoenix Table Tennis Club web site 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 web site 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 we are?**

 2.1 We are Phoenix Table Tennis Club. We can be contacted via the Club Secretary at 07974854667 or at Allan\_Stockham@hotmail.com

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

Member’s name, address, email, Managing the Member’s membership of the National telephone numbers and TTID number. Governing Body (TTE).

Performing the Club’s contract with the member for the purposes of our legitimate interests in operating the club.

 Date of birth and age-related information Managing membership categories which are age related.

Gender. For the purposes of our legitimate interests in providing sufficient and suitable facilities for each gender.

 Reporting information to Table Tennis England.

Photographs and Videos of members We will seek consent of the member for use of Photographs and Videos on the club web site or for press releases.

Member / Coach relevant qualifications Managing club Coaching and Child Protection Policy.

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 operating 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 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 statements above or paragraph 5.2 below.

 5.2 We may pass your personal data to third parties who are service providers, agents and sub-contractors 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 and for as long afterwards as it is in the Club’s legitimate interest to do so or for as long as it 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 the 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