



DATA PRIVACY POLICY 1st August 2018

1 About this Policy

1.1 This policy explains when and why we collect personal information about you our members and volunteers, how we use it and how we keep it secure and your rights in relation to it.

1.2 We will collect, use and store your personal data as offered to us in the PTTC Membership & Information Form as described in this Data Privacy Policy. If we have a legitimate need to collect any additional personal data from you apart from the information in the PTTC Membership & Information Form we will describe how we will use and store that data at the time we request it.

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 our web site for the latest Data Privacy Policy

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. 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 Portishead Table Tennis Club. We can be contacted at General Secretary. Derek Connop, 44 Estuary House, Lower Burlington Road, Portishead, BS20 7BJ Mobile 07779118936, email Derek.Connop@hotmail.co.uk

3 What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, TTID, DOB, email address, telephone numbers.	To manage competition and league entries. Provide Club communications to members.	For the purposes of registering members into local league's and local league competitions. For the legitimate interests in providing relevant tournament and player information to Table Tennis England.
Emergency contact details	Contact in the event of an emergency	Protecting the Member's vital interests and those of their dependents
Date of birth	Managing membership categories which are age related	Age related tournament events
Gender	For gender competitions Reporting Information to Table Tennis England	For the purposes of the legitimate interests of Table Tennis England to maintain diversity data required by fun

Photos and videos of members.

Putting on the PTTC closed FB group and The PTTC public access website. Use in press releases and material promoting the Club

Consent. We will seek your consent on the annual membership form. The member may withdraw their consent at any time by contacting us by e-mail or letter

4 How we protect your personal data

4.1 We will keep and file two paper copies of the Member Registration Information Form that you will have completed. One copy will be kept by the General Secretary and the other by the Welfare Officer

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. We currently use a password protected Table Tennis 365 member database for your personal membership information

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 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. handbook, 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 for or to you.

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 Table Tennis Club and for as long afterwards as it is in the Clubs 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 may retain your personal data in an archived form in order to be able to comply with any future legal obligations.

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 The General Secretary, Portishead Table Tennis Club,

PTTC Responsibility Statement:

PTTC under the Guidance of Table Tennis England takes all reasonable care to ensure that the information contained in its Guidance is accurate, and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance or any other Guidance provided by PTTC, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.