

PRESTON TABLE TENNIS ASSOCIATION DATA PRIVACY POLICY [Rev 1 July 2018]

The Preston Table Tennis Association (PTTA) is committed to protecting the privacy and security of your personal information.

This privacy notice has been produced in compliance with the the EU General Data Protection Regulations (GDPR). It will be reviewed annually or when there is significant new/amended legislation.

1. About This Policy

1.1 This policy explains when and why we collect personal information regarding our members, how we use it, 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. We may be required to amend this Data Privacy Policy due to changes in regulations. For any significant changes you will be notified but you are advised to check our website

<https://www.tabletennis365.com/Preston>, for the latest Privacy Policy.

1.4 We will always comply with 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). 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 the Preston Table Tennis Association. Members of our Executive Committee can be contacted as per details published on our website.

3. What Information We Collect and Why

Information collected. (Annually through membership registration forms or at other times as required).	Why we need the information	What we intend to do with the information
Member's contact details (name, address, telephone numbers, e-mail address).	Managing the Member's membership of the Association. Enabling communication between the PTTA and its Members regarding Association activities. For administration, planning and management of the PTTA.	Performing the PTTA's contract with the Member. For the purposes of our legitimate interests in operating the PTTA.
Emergency contact details	Contacting next of kin in the event of an emergency	Protecting the Member's vital interests and those of their dependents.
Team Captains names, telephone numbers and e-mail addresses	Managing the organisation of teams in local leagues	For inclusion in local and/or national league handbooks and/or websites.

Date of birth / age related information	Managing membership categories which are age related.	Performing the PTТА's contract with the member
The Member's name and TTE Licence Number	Managing competition and event entries and PTТА results. Publishing results and rankings	For the purposes of performing the Club's contract with the Member for entry into TTE governed leagues and competitions. To ensure that the Member will benefit from TTE Premier Club insurance coverage
Photos and videos of members	Putting on the website and social media pages and using in press releases	Consent. We will seek the consent on their membership application form and each membership renewal form. The member may withdraw their consent at any time by contacting us by e-mail or letter. We will not publish or make available any personal data, photos or other forms of media, of children under 18 years of age unless authorised by the child's parent/s or legal guardian.
Coach's name address, email addresses, phone numbers and relevant qualifications and/or experience	Managing the coaching at an Association level	For the purposes of our legitimate interests in ensuring that we can contact coaches offering instruction and provide details of coaches to members.

All the information collected is obtained directly from you. This is usually at the point of your initial registration. We will also request you to confirm/update this information when renewing your membership. The information will be collected via membership

forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and to use your data. In the case of younger members not having reached their 16th birthday, the consent must be given by a parent or guardian.

We'll generally send you messages by email. However, if we are unable to make contact using this method we may contact you by phone or use the post to advise you of PTТА activities.

4. How we protect your personal data

4.1 PTТА will only process personal data:

- Where consent has been given.
- Where there is a legitimate interest (The PTТА is run on behalf of its members, and promotes events and contacts members with items of interest, updates, etc).
- Where there is a contractual requirement (Table Tennis England)

All personal data held in paper format is securely locked away; all data held in electronic format is password protected.

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.

4.2 The PTТА holds your data on a secure spreadsheet accessed only by the Chairman, General Secretary, Treasurer and the Match Registration and Competitions Committee of the PTТА. Information held on this spreadsheet will not be shared with other members unless permission is given by the person concerned.

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.

5.2 PTТА Executive Committee members and team captains and team members – as required to facilitate your participation in our PTТА activities.

5.3 Team captains' email addresses and telephone numbers will be given to other teams in order to communicate regarding their fixtures.

5.4 Table Tennis England (TTE) Ltd. All PTТА members are required to be registered and have a contract with the National Governing Body (TTE).

5.5 TT365 Ltd. In the scope of GDPR, PTТА are "Data Controllers" whilst Table Tennis 365 Ltd, who provide the software tools which host our website and support League administration, are "Data Processors".

Consequently, in order to meet the requirements of GDPR, the PTТА Data Controller has in place a formal contractual Data Processing Agreement (DPA) with TT365 Ltd. This standard agreement, which is approved by Table Tennis England, sets out the subject matter of the data processing and its duration as well as the nature and purposes of processing.

Note that TT365 are the Data Processor for both Table Tennis England and the PTТА. Personal data provided by

PTTA members is entered directly onto the TT365 database and the <https://www.tabletennis365.com/Preston> website.

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 PTTA and for as long afterwards as it is in the PTTA's 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.

6.2 We securely destroy all information once we have used it and no longer need it.

7. Your rights

You have rights under the GDPR:

7.1 To access your personal data.

7.2 To be provided with information about how your personal data is processed.

7.3 To have your personal data corrected.

7.4 To have your personal data erased in certain circumstances.

7.5 To object to or restrict how your personal data is processed.

7.6 To have your personal data transferred to yourself or to another business in certain circumstances.

7.7 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 PTTA Executive Committee.