

CIPPENHAM TABLE TENNIS CLUB

DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we, Cippenham Table Tennis Club, collect personal information about our members and visitors, 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 Club’s website for the latest 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 the Cippenham Table Tennis Club (‘the Club’). We can be contacted through our General Secretary and other representatives whose contact details can be found on the Club’s website and in the Club’s newsletter.
- 2.2 Reference in this Policy to Member means anyone associated with the Club as an Officer, member of the Management Committee or any sub-committee, coach, event organiser, team captain or secretary, volunteer, member as defined in the Rules of the Club, or attendee at the Club’s practice or coaching sessions.
- 2.3 Reference in this Policy to Visitor means anyone submitting an entry for or participating in any event organised by the Club or hosted at the Club’s premises or anyone who has consented to receive information about events organised by the Club.

3. What information we collect and why.

<p>Member's name, address, telephone numbers, email address</p>	<p>Managing the Member’s membership of the Club</p>	<p>Performing the Club’s responsibilities with and for the Member For the purposes of our legitimate interests in operating the Club Advising Members of General Meetings and Club activities, of competitions and fixtures and circulating and collecting information relevant to the</p>
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		management and operation of the Club.
Member's name, address, telephone numbers, email address, date of birth, gender, results, ranking and Table Tennis England Identity Number	Managing competition and event entries Recording and publishing results of competitions and events	For entering teams representing the Club into leagues and competitions, managing those teams and for providing these details to the promoters of such leagues and competitions For the purposes of our legitimate interests in promoting the Club and its teams
Member's date of birth / age related information	Reporting information to Table Tennis England	For the purposes of the legitimate interests of Table Tennis England to maintain diversity data required by funders
Member's gender	Reporting information to Table Tennis England	For the purposes of the legitimate interests of Table Tennis England to maintain diversity data required by funders
Member's emergency contact details and health and medical information	Dealing with emergencies and contacting next of kin	Protecting the Member's vital interests
Photos and videos of Members and Visitors	Displaying on the Club's websites and social media pages and using in press releases and newsletters	For the purposes of our legitimate interests in promoting the Club
Visitor's name, address, telephone numbers, email address, date of birth, gender, results, ranking and Table Tennis England Identity Number	Managing competition and event entries Recording and publishing results of competition and events	For the purposes of managing and reporting competition entries and providing these to Table Tennis England For the purpose of reporting results to Table Tennis England For the purposes of our legitimate interests in promoting the Club and its competitions and events
Member's qualifications and DBS check results	Managing coaching, competitions, events and other activities	For the purposes of ensuring suitable management of all coaching, competitions, events and other activities and the safeguarding of children and vulnerable adults

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 take precautions 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 which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event that we become aware 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.

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 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.

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 a third party in certain circumstances.

- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner.

Please address any questions, comments and requests regarding our data processing practices to our Data Protection Coordinators:-

Sue Hayes [sue.hayes@cippenhamttc.co.uk]

Graham Trimming [graham.trimming@cippenhamttc.co.uk]

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