

GRAHAM SPICER TABLE TENNIS CLUB
DATA PRIVACY POLICY [Rev 3 14 June 2018]

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. 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 website: www.grahamspicerttc.com, for the latest Privacy Policy.

1.4 When you use the website, information about the IP address and browser that your computer is using will be made known to us.

1.5 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 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 Graham Spicer Table Tennis Club. We can be contacted at Graham Spicer Table Tennis Club, 15 Dukes Avenue, New Malden, Surrey, KT3 4HL. Email address: grahamspicerttc@hotmail.co.uk. Telephone number (Graham Spicer Institute): 020 8942 2157.

3. What Information We Collect and Why

Information collected	Why we need the information	What we intend to do with the information
Member's name, address, telephone numbers and email address	Managing the Member's membership of the Club	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club
Team Captains names, telephone numbers and email addresses	Managing the organisation of representative Teams of the Club in local and/or national leagues	For inclusion in local and/or national league handbooks and/or websites
Emergency contact details	Contacting next of kin in the event of an emergency	Protecting the Member's vital interests and those of their dependents
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member
Gender	Reporting Information to Table Tennis England (TTE)	For the purposes of the legitimate interests of TTE to maintain diversity data required by funders

The Member's name, address, telephone numbers, email address, gender, date of birth and TTE Licence Number	Entry into TTE governed leagues and competitions	For the purposes of performing the Club's contract with the Member for entry into TTE governed leagues and competitions, and to ensure that the Member will benefit from TTE Premier Club insurance coverage
Photos and videos of members	Putting on the Club's website and social media pages and using in press releases	Consent. We will seek the consent of the Member on the membership application form. The Member may withdraw their consent at any time by contacting us by e-mail or letter
Member's name and e-mail address	Creating and managing the online key members directory	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

4. How We Protect Your Personal Data

4.1 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 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3 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.

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 12 months afterwards 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

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

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 our Data Protection Manager, Email address:

grahamspicer_ttc@hotmail.co.uk.