



DATA PROTECTION & DATA SECURITY POLICY

HERMITS TABLE TENNIS CLUB

About this Policy

- 1 This policy explains when and why we collect personal information about our members and coaches, how we use it and how we keep it secure and your rights in relation to it. Our System is different from your registration with Table Tennis England and Data you supply to them.
- 2 We will only collect and store a small amount of your personal data, as described in this Policy, and will never collect or store any financial information (except the amount of subscription that you have paid). The information we collect is much less than TTE require for you to register with them.
- 3 We reserve the right to amend this Policy from time to time due to regulations, and we will notify you of any changes to the Policy via the Hermits website or email.
- 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 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.
- 5 You have the right to ask for all of your data to be deleted when ceasing to play Hermits Table Tennis Club.
- 6 We will ask you to renew permission every year on the entry form.

How we protect your personal data

- 1 We will not send, sell, or transfer your Data outside of the requirements of the normal administration of the League.
- 2 We have implemented accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised access.
- 3 When sending e-mails to our members we will not disclose their e-mail address to any other members, they will be sent as Blind e-mails.
- 4 All general e-mails will be sent by the Secretary and or Committee members, and will only communicate on a one-to-one basis on specific queries.

Who else has access to the information you provide to us?

Only Table Tennis England who already have this information and more from your individual membership.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of Hermits TTC. When you leave the Club, you can ask us to delete all your information.

Your rights under the GDPR:

- 1 To request your personal data held by Hermits Table Tennis Club
- 2 To have your personal data corrected
- 3 To have your personal data erased, if requested, when you cease playing in Hermits, note that as long as you play for the Club it is essential that your data is stored.

The following table shows the information that we request.

	Reason
Name	Identify you and register you in the Club
Table Tennis England Number	We must have the TTE number as this is their requirement of Bradford & District Table Tennis Association before you are allowed to play in any league competitions. No unregistered players will be allowed to play in the League.
Date of Birth	Needed for reporting to TTE.
E-Mail Address	Enables information to be distributed to all members of the Club.
Telephone Contact Number	Enables us to contact you quickly if matches are cancelled at short notice or change of venue.

You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> Tel **0303 123 1113**.

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

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