

TABLE TENNIS ENGLAND
PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

This notice applies to you if you are either:

1. [an individual player/participant of table tennis who has registered his/her interest in participating in the sport competitively and/or whose details we have collected from one of our affiliated clubs, schools, universities or other third-party referral;
2. a coach, technical official or referee/umpire who has registered for membership to find out more about the training courses and accreditation services we offer; or
3. a fan, participant or supporter of table tennis who has contacted us to purchase any of our online merchandise and/or signed up to receive updates about upcoming events, offers and ways to get involved further with table tennis.

References to **we**, **our** or **us** in this privacy notice are to Table Tennis England of Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to help@tabletennisengland.co.uk, or in writing to Data Protection Officer, Table Tennis England, Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA.. Alternatively, you can telephone 01908 208860.

1. Personal Information we may collect from you

When you sign up for membership with us, you may provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership details including start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records of your attendance at any events or competitions hosted by us;

- images in video and/or photographic form and voice recordings; and
- your marketing preferences so that we know whether and how we should contact you.

Players/Participants

If you are a player/participant who has registered his/her interest in participating in the sport competitively, you may also provide us with or we may obtain the following additional **personal information** from you:

- identification documents such as passport and identity cards;
- details of any club and/or county membership;
- details of next of kin, family members, coaches and emergency contacts;
- records and assessment of any player rankings, gradings or ratings, competition results, details regarding events attended and performance (including that generated through player pathway programme);
- any disciplinary and grievance information;
- any details required for the purposes of awarding scholarship funding or grants (including any means testing);

Coaches and officials

If you have registered with us to receive more information about our coaching/teaching accreditation/qualification scheme and/or any of our education and teaching programmes, you may also provide us with or we may obtain the following additional personal information from you:

- any coaching code or official number;
- your current affiliated club or other organisation (if applicable);
- coaching/teaching qualification and/or officiating history and any player rating (if any);
- accreditation/qualification start and end date;
- identification documents such as passport, utility bills, identity cards, etc.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- information about your race or ethnicity;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;

- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below, we refer to these as the “special category reasons for processing of your personal data”.

We may also collect criminal records information from you. For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you become a member of Table Tennis England, whether online, via phone or through an affiliated club, when you purchase any services or products we offer, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are a player/participant of table tennis we also may collect personal information about you from any club, school or other organisation you are affiliated with or from other referrals such as from coaches or talent scouts.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

4. Uses made of the information

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Member's name, address, telephone numbers, e-mail, address(es).	Managing the Member's membership of the National Governing Body	Performing the National Governing Body contract with the Member such as insurance.
Emergency contact details	Contacting next of kin in the event of an emergency	Protecting the Member's vital interests and those of their dependants

Date of birth / age related information	Managing membership categories which are age related	Performing the National Governing Body contract with the member
Gender, Ethnicity and Disability	Reporting information to Table Tennis England	For the purposes of our legitimate interests in making sure we can provide sufficient and suitable playing opportunities for each gender For the purposes of the legitimate interests of Table Tennis England to maintain diversity data required by funders such as Sport England
The Member's name, TTID	Managing results Publishing results and ranking	For the purposes of our legitimate interests in holding competitions for the benefit of members for the purposes of our legitimate interests in promoting the sport
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
Key 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

Bank account details of the member or other person making payment to Table Tennis England	Managing the Member's and their dependants' membership of the Club the provision of services and events.	Performing the National Governing Body's contract with the member
Member's and former member's name and e-mail address	To conduct surveys of Members and former members for the benefit of the organisation and the sport the organisation and the sport	For the purposes of our legitimate interests in operating Table Tennis England and its capacity as the national body

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your position as a member. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" at the start of this document.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. DIRECT MARKETING

You will only receive marketing communications from us if you have requested information from us, purchased products or services from us or told us that we can send them to you. You can tell us that you want to stop receiving marketing communications from us at any time by using the contact details at the top of this document or by clicking on the unsubscribe link in the marketing messages we send to you.

6. Disclosure of your PERSONAL information

We share personal information with the following parties for important administrative functions (covered in the definitions of activities above) for the sport and the following will have access to information via a secure portal:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.

- **Other service providers:** for example, email marketing specialists, payment processors, data analysis CCTV contractors, promotional advisors, contractors or suppliers and IT services (including CRM, website, video- and teleconference services), including:
 - TT365 league manager
 - Azolve Coaching platform
 - Selected members of National Council/County Table Tennis Associations
 - Selected League and Club administrators
 - Two Circles (Data Analysis)
 - Club Spark (Club Platform)
 - Sport80 (tournament platform)

Data Processing Agreements are in place, where appropriate, with the above organisations and they are GDPR compliant. Your data will only be used in line with the basis for processing your data. Data will be anonymised where possible.

- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above, unless additional express consent is provided.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

All information that we hold about an individual will be retained as deemed necessary. If an individual has not played an active part in the sport or acknowledged that they no longer wish to retain their current membership status, their contact details will be deleted on request. The following information will be retained for historic performance and reporting purposes - TTiD, Name, DoB, results and contact details were relevant. An individual will be contacted each year to ensure that the data we hold about them is correct. This can be updated via the individual portal that an individual has access to.

Generally, where there is no legal requirement we retain all physical and electronic records for a period 6 years after your last contact with us. Exceptions to this rule are:

- CCTV records which are held for no more than 30 days unless we need to preserve the records for the purpose of prevention and detection of crime;
- Information that may be relevant to personal injury claims, or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.
- TTiD, Name, DoB, results and contact details where relevant will be retained for historic performance and reporting purposes

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. We will contact individuals every year to ensure that the data we hold about them is correct. However, this can be updated at any time via the individual portal that an individual has access to, or by contacting Table Tennis England via its website.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have [these rights](#) in respect of information we process about you. To exercise any of your rights, please contact us using the details below.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email help@tabletennisengland.co.uk, or write to Data Protection Officer, Table Tennis England, Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA.

Version dated 24 May 2018