

Fair Processing Notice / Privacy Policy

Published: **22 May 2018**

INTRODUCTION

This notice describes your rights as a visitor or member of the Blitz Table Tennis Club. It provides information about your rights relating to your personal information along with how we collect, use and share your data.

This privacy notice is to inform you how we collect, use and disclose your personal data.

Blitz Table Tennis Club is committed to abiding by all laws and this includes the Data Protection Act 2018 which incorporates the EU General Data Protection Regulation (GDPR).

By using our Facebook (FB) page or website and attending our venue as a guest or as a member you consent to our collection and use of your Information as described in this notice. If we change our notice, policy and/or procedures, we will post those changes on our website and on FB to keep you aware of what Information we collect, how we use it and under what circumstances we may disclose it. Your continued use of the FB page, the website or attendance at our venue after this notice has been amended shall be deemed to be your continued acceptance of this notice, as amended.

Our relationship with Table Tennis England may also require the use of your Information under our instructions as a data controller and processor and will do so in compliance with this Policy.

This notice contains links to more information on many of the topics listed and further external links if you wish to read further detail about personal data management. External links from these pages are not under the control of Blitz Table Tennis Club and whilst we have attempted to provide known safe links to the information you may seek, you click on these links at your own risk.

WHO WE ARE

Blitz Table Tennis Club, Main Venue Address: The Gainsborough Academy, Sweyn Lane off Corringham Road, Gainsborough, Lincs, DN21 1PB

If you need to contact someone to talk about personal data privacy you can contact our Data Protection officer, Paul Johnson via email: paul.blitzttc@outlook.com

WHAT IS PERSONAL INFORMATION?

Personal information or personal data is data which identifies a person (you) from the information provided or if combined with other information that we may have access to.

In summary, personal data is:

- Name and address
- Mobile phone
- Date of birth
- Email address
- Bank account details
- An IP address

In addition, there are "special categories" of personal data which means that the data, in law, is considered more sensitive, such as:

- Personal data related to your health
- Genetic data

In the event that we need to collect personal data that falls into special categories, we will inform you at the time of collection why we require it. We will only use this type of information about you for the specific purpose for which it has been collected. If we wish to use the information for any other purposes, we will ask for your permission to do so unless there is a legal requirement for us to process your personal data.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you visit and use our website or attend events at our venue you may provide us with, or we may collect, your information such as your address, email address and other personal information that is required to provide you with a quality service.

We may collect your information in a number of ways.

INFORMATION YOU PROVIDE TO US DIRECTLY

We collect and maintain information that you provide to us during your use of the website or attendance at events.

When you register to join the club, you may provide us with certain information including your name, email address, demographic information and some financial details;

When you e mail or telephone us

If you enter a contest or participate in social networking activities, you may provide us with contact information (e.g., email, telephone and/or or physical address);

You have control over the information you provide to us

You may provide your information to us via a number of routes.

The information you provide to us, may come from:

- Information you have provided whilst registering
- Forms on the website or on paper which you have completed
- Information provided over the telephone
- Information you have provided via email correspondence with us

Where your personal data is used by us, and you have a choice e.g. receiving direct marketing, you will always be afforded the option of stopping further contact, by contacting our Data Protection officer, Paul Johnson via email: paul.blitztc@outlook.com

If, however you believe that we have misused your personal data, please contact us and we will resolve your problem as swiftly as we can.

WHAT WE USE YOUR PERSONAL INFORMATION FOR

We will use your personal information to provide you with services you have enquired about or asked for.

We will use your personal information to fulfil any contract we have with you, which will usually be when you renew your annual membership

Typically, we will use your information as necessary and as appropriate for our club purposes, including:

- register you and enable you to use club facilities as required;
- respond to enquiries or requests that you direct to us;
- fulfil your requests
- send communications and administrative emails about the website, or our events;
- send service messages to request feedback on experience

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

There are some organisations with which we work where we must share your personal details to provide some of the services you require.

This includes exchanging information with Table Tennis England.

It is important for us that you understand who your information may be shared with and the seriousness with which we take the confidentiality of your personal data. If you have questions about such uses of your personal data, we will be happy to tell you more.

We will not share your personal data unless there is a valid legal reason or need to do so.

STORAGE AND SECURITY OF PERSONAL INFORMATION

Your personal information is kept secure at all times and we use the latest technology to ensure that all our data is kept confidential, especially personal information that we hold.

Your information may be kept in a number of places, all of which comply with data protection requirements. We use cloud providers and online application providers

All reasonable steps are taken to ensure that your personal information is managed and secured appropriately, at all times.

All transfers of personal information regardless of destination will comply with the law, at all times.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION FOR

We will only keep your personal data for as long as there is a legitimate requirement to do so.

HOW DO I REQUEST WHAT INFORMATION YOU HOLD ON ME?

You have the right to request a copy of the Information that we hold about you.

Please make a written application preferably by email to: Data Protection officer, Paul Johnson via email: paul.blitzttc@outlook.com

If any of the Information that we hold about you is incorrect, you can contact Paul who will update your details as soon as practically possible.

WHAT ARE YOUR RIGHTS?

Under data protection legislation from the UK and Europe, you have rights over how your personal data is used. The main rights related to your personal data are listed below, but there are others which you may like to find out more about by looking up the Data Protection Act 2018 or the General Data Protection Regulation.

The right of transparency (right to be informed)

You have a right to be informed about the collection and use of your personal data. We have an obligation to be transparent and provide you with this information freely and that it is easily understood. This notice serves to provide information on collection and use of personal data, and you may contact us if you want to know more about any aspect of how we handle your personal information.

The right of access to your information

You have a right to have access to the information we hold about you and to verify that we are using your personal data lawfully. If asked we will provide confirmation of what personal data we hold, provide a copy of the data, and inform you of any other rights you may have.

If you would like to make such a request, please see the section above titled *“How do I request what information you hold on me?”*

The right of rectification

You have the right to have any information held about you which is inaccurate to be rectified. If you believe that we have inaccurate information, for example a misspelt name, then please contact us and we will do our utmost to sort it for you.

The right to be forgotten (the right to erasure)

You have, subject to certain conditions being met, the right to be forgotten. Where we can, we will remove all your details from our systems subject to being able to do so reasonably, and where no other legal or legitimate reason exists to keep your personal data. For example, if you owe money to us via an account, we would expect this to be cleared before we considered erasure of your details.

The right to restrict processing of your personal data

In some cases, you may require us to hold your data but not process it, this may be relevant if you believe inaccuracies have not been corrected and further processing would cause issues for you as an individual.

The right to data portability

Personal data portability, means that on request we will give you the information we hold about you in a form that can easily be used by other systems. This is most likely to be a spreadsheet file so that you may pass this information on to other organisations with which you would like to share the data. It may not always be possible to give you everything about you in this format, but we will always strive to provide what we can for you.

The right to object

You have a right to object to how personal data about you are processed, in some instances.

Unless we can demonstrate compelling reasons for continuing to process your personal data, which we will explain to you, if relevant, when you object, then we will always endeavour to comply with your wishes.

The right to stop automated individual decision making, including profiling

Should we wish to carry out any automated decision making or profiling of you, using your personal data, then we will abide by the law and only do this where it is necessary to do so, or we have your consent.

Any decisions made automatically about you will be made obvious to you, where they have a direct effect on you. You will always have the ability to contact us and query these activities and request that they stop or have human intervention.

We aim to be transparent and open about this type of data processing so that you can feel assured that your data is safe, kept confidential and always used lawfully and fairly.

The right to complain

You have a right to complain to the regulator in the country in which you reside or where you believe any misuse of your data has taken place. The UK Information Commissioner's Office can be contacted directly if you believe that we have failed to address your concerns.

Their information may be found at www.ico.org.uk.

This privacy notice will be amended from time to time, any changes will be reflected here.