

General Data Protection Rights Policy

This outlines the privacy rights of every EU citizen and the ways in which an individual's 'Personal Data' can and can't be used.

Personal data is information about an individual such as name, address, phone number, email addresses, D.O.B etc. Other categories of personal data may also apply.

General Principles of GDPR

1. GDPR sets out rules about how personal Information (data) can be obtained, how it can be used and how it is stored.
2. Should a member consent to the holding of his or her data, this must be communicated to them at the time the data is obtained.
3. Clubs and leagues must explain to members the legal basis for the use of the data. If relying on the member's consent to use data, it should be easy for an individual to withdraw their consent. The chance to review their consent should be given on a regular basis (e.g. yearly).
4. Data must be kept safe and secure and must be kept accurate and up to date.
5. An individual can request a copy of all of the personal information held about them (this is called a Subject Access Request) and must be allowed to have all of their data deleted or returned to them, if they so wish, within a month.
6. Each club or league should consider the appointment of a Data Protection Officer (DPO) or identify someone to manage the requirements of the role. The DPO will advise on the GDPR, monitor compliance and represent the club on engagement with the Data Protection Commissioner.

East Lancashire Table Tennis League Data Privacy Policy

1. About this Policy

- 1.1. This policy explains when and why we (East Lancashire Table Tennis League) collect personal information about our members and instructors, 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 <https://tabletennis365.com/lancashire> for the latest Privacy Policy.
- 1.4. 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.

2. Who are we?

2.1. We are the East Lancashire Table Tennis League. We can be contacted via the General Secretary, Henry Rawcliffe, 8 Regents View, Roe Lee, Blackburn, BB1 8QQ. Tel: 01254 663451 (email:henryrawcliffe@sky.com)

3. What information we collect and why.

Member's/ Secretary's name, address, post code, email address TTID, etc	Managing the Member's membership of the League and National Governing Body	Performing the League's contract with the Member. For the purposes of our legitimate interests in the confines of the East Lancashire area. Verifying membership of TTE via TT365
Date of birth / age related information	Managing membership categories which are age related	see above
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 name, TTID	Managing competition and event entries and results Publishing results and ranking	For the purposes of our legitimate interests in holding competitions and events for the benefit of members. For the purposes of our legitimate interests in promoting the County/Leagues/Clubs For the legitimate interest to providing relevant tournament and player information to Table Tennis England and providing communications to players

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 leagues/clubs 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
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
Coach's name address, email addresses, phone numbers and relevant qualifications and/or experience	Managing the coaching at the Clubs/Leagues	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of coaches to members
Associate Members and former members: their names and addresses	To inform them of activities events etc relevant to the sport of Table Tennis	For the purposes of our legitimate interests in operating the League

3. **How we protect your personal data**

- 3.1. We will not transfer your personal data outside the EU without your consent.
- 3.2. 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.
- 3.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 3.4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4. **Who else has access to the information you provide us?**

- 4.1. 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 or paragraph 5.2 below.
- 4.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings).

However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

5. **How long do we keep your information?**

- 5.1. We will hold your personal data on our systems for as long as you are a member of the League and for as long afterwards as it is in the League'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 except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations.
- 5.2. We securely destroy all financial information once we have used it and no longer need it.

6. **Your rights**

- 6.1. 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 another business in certain circumstances.
- 6.2. 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 General Secretary [email henryrawcliffe@sky.com].