

Barnet Table Tennis Club Privacy Policy

Barnet Table Tennis Club (hereafter 'the BTTC') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you express an interest in becoming a member of the BTTC you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Emergency contact number
- Date of Birth
- Ethnicity
- Disability

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. We will also request you to confirm/update this information when renewing your membership. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and to use your data. In the case of younger members not having reached their 16th birthday, the consent must be given by a parent or registered carer. Consent is required in order to ensure our compliance with data protection legislation.

How do we use your personal information?

We use your personal information:

- To provide our BTTC activities and services to you.
- For administration, planning and management of BTTC.
- To communicate with you about club activities.
- To monitor, develop and improve the provision of BTTC activities.
- For team captains and members to communicate regarding their fixtures

We'll generally send you messages by email however if we are unable to make contact using this method we may contact you by phone or use the post to advise you of BTTC activities.

Who do we share your personal information with?

We may disclose information about you, including your personal information:

- Internally - to committee members and team captains and team members – as required to facilitate your participation in our BTTC activities.
- Externally team captains' email and telephone numbers will be given to other teams in order to arrange matches
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

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How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 6 years from the last time that permission was given. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted. Generally your information will be removed from our database during the year following you ceasing to become a member.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the BTTC as to any changes to their personal information. You can do this by contacting the Club Secretary at any time via email to BTTC.contact@gmail.com.

Should you wish to view the information that the BTTC holds on you, you can make this request by contacting the Club Secretary as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Your membership information is held on a secure database and only accessed by a restricted number of committee members or authorised personnel.

Availability and changes to this policy

This policy is available in the BTTC office, on the Club notice board and on the BTTC website. This policy may change from time to time. If we make any material changes, we will make members aware of this via email and on the club website.

Contact

If you have any queries about this policy, or have any complaints about our privacy practices, please contact us:

Email: BTTC.contact@gmail.com

By post: BTTC, Barnet Lane, Barnet, EN5 2DN

Keith Spaughton

BTTC Chair

21st May 2018