

Data Protection Policy

This Policy was last updated on **27th May, 2018**

1) About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it, 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 at the point 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. You are advised to check our website or the Club noticeboard regularly for any amendments.

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?

We are Knighton Park Table Tennis Club. We can be contacted at: Knighton Park Table Tennis Club, 83 Knighton Fields Rd E, Leicester LE2 6DP

Phone: 0116 270 3934

3) What Information do we collect, and why?

Type of Information	Purposes	Legal Basis of Processing
Member's contact details – name, address, email address, telephone numbers.	Managing the Member's membership of the Club.	Performing the Club's contract with the member. For the purposes of our legitimate interests in operating the club.
Date of Birth / age related information	Managing the membership categories which are age related.	Performing the Club's contract with the member.
Photos and Videos of members	Putting on the Club's website and/or social media pages, for use in press releases and club newsletter.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by letter.
Name, date of birth, Table Tennis England membership details	Entry into Table Tennis England governed competitions, which are age-related.	Performing the club's contract with the member for entry into competitions / tournaments / leagues.

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

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.

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 Club, plus for a further limited period to facilitate renewals and for as long afterwards as it 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, e.t. compliance with tax requirements and exemptions, and the defence of legal claims.

5.2 We securely destroy all information once we no longer need it.

6) Your Rights

You have rights under the General Data Protection Regulations:

- (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

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Web: <https://ico.org.uk/concerns/>

Tel: 0303 123 1113

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