

# DATA PRIVACY POLICY – Ramsbottom Table Tennis Academy

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## 1. About this Policy

- 1.1 This policy explains when and why we 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 <http://ramsbottomtabletennis.co.uk> 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](http://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 Ramsbottom Table Tennis Academy (RTTA).
- 2.2 We can be contacted through Keith Warrington: [keithrw19@gmail.com](mailto:keithrw19@gmail.com)

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### 3. What information we collect and why.

What information	Why	
Member's name and address telephone numbers, e-mail, address(es).	Managing the Member's membership of the National Governing Body	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club/League.
The names and ages of the members	Managing the Member's membership of the Club/League	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of an emergency	Protecting the Member's vital interests.

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What information	Why	
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the member
Gender	<p>Provision of adequate facilities for members</p> <p>Reporting Information to Table Tennis England</p>	<p>For the purposes of our legitimate interests in making sure we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender</p> <p>For the purposes of the legitimate interests of Table Tennis England to maintain diversity data required by funders</p>

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What information	Why	
The Member's name, TTID	Managing competition and event entries and results	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 Club.
	Publishing results and ranking	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 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

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What information	Why	
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 membership of the Club, the provision of services and events.	Performing the club'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 Governing body

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What information	Why	
Coach's name address, email addresses, phone numbers and relevant qualifications and/or experience	Managing the coaching at the Club/League	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of coaches to members

### 4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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### 5. Who else has access to the information you provide us?

- 5.1 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.
- 5.2 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.

### 6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Club/League and for as long afterwards as it is in the Clubs'/Leagues' 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 to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

### 7. Your rights

- 7.1 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

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- (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.

7.2 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 Keith Warrington [Data Protection Manager] [keithrw19@gmail.com](mailto:keithrw19@gmail.com)



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### **Table Tennis England Responsibility Statement:**

Table Tennis England takes all reasonable care to ensure that the information contained in its Guidance is accurate, and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance or any other Guidance provided by Table Tennis England, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.

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### RTTA DATA AUDIT

<b>Who?</b> Whose data are you collecting? Local contacts? Suppliers/ potential contractors? Members/ participants? Staff/ instructors?	<ul style="list-style-type: none"> <li>▪ Members and parents</li> <li>▪ Coaches and volunteers</li> <li>▪ Local schools</li> <li>▪ Bury Sports Development</li> <li>▪ Local leagues and clubs</li> <li>▪ Table Tennis England</li> <li>▪ Suppliers – Thorntons, etc.</li> </ul>
<b>What?</b> Names? Email addresses? Phone numbers? Picture? Medical information? Anything which can identify an individual.....	<ul style="list-style-type: none"> <li>▪ Members – address, DOB, phone numbers, medical info. disability, ethnicity</li> <li>▪ Parents, address, phone numbers, email addresses, photo consent</li> <li>▪ Coaches – DBS, coaches licence information, address, email address, phone numbers</li> <li>▪ Volunteers – DBS (if needed), address, email address, phone numbers</li> <li>▪ School, suppliers, local clubs and leagues - address, email address, phone numbers</li> </ul>
<b>Why?</b> Why do you need the information?  To process membership? To deal with event entries? To contact them? To pass on details to someone else? To market to them?	<ol style="list-style-type: none"> <li>1) To process membership</li> <li>2) To contact them</li> <li>3) For communication</li> <li>4) For marketing</li> <li>5) For health and safety</li> <li>6) For competition entries</li> </ol>
<b>Where?</b> Where do you store the information? In a filing cabinet? On personal laptops? Spreadsheets? Dropbox/ cloud file sharing?	<ul style="list-style-type: none"> <li>▪ Members details on spreadsheets and paper forms</li> <li>▪ Coaches and volunteers – paper forms and word/pdf docs</li> <li>Stored:             <ul style="list-style-type: none"> <li>▪ personal computers – of secretary, committee members, coaches</li> <li>▪ filing cabinet - secretary</li> <li>▪ register</li> </ul> </li> </ul>
<b>When?</b> When did you collect the information? Is it still accurate? Do you still need it?	<ul style="list-style-type: none"> <li>▪ Members forms dated and updated as necessary</li> <li>▪ Coaches information dated</li> <li>▪ Spreadsheet updated through the year</li> </ul>

