

Irish Table Tennis Association Ltd

ULSTER BRANCH



TABLE TENNIS ULSTER PRIVACY STATEMENT

What we need

Table Tennis Ulster (TTU) will be a “controller” of the personal information that you provide to us i.e. we will look after your information and not pass it on, in accordance with the guidelines set out in this policy document. When you register as a member of TTU or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information: name, address, email address, gender, date of birth, nationality.

Why we need your personal information

1. Contractual purposes

We need to collect our members' personal information so that we can effectively run our organisation and manage your membership.

We will use your personal information to:

- provide you with core member services;
- enter you into an event;
- effectively run our committees and volunteer groups;
- administer our Squad programmes;
- administer our coaching and officiating programmes;
- invoice or pay you (customer or supplier).

2. Legitimate purposes

We also process our members' personal information in order to:

- promote and encourage participation in table tennis by sending members' communications and information for upcoming competitions and events. Your personal information may also be used in images captured from our competitions and events, which we use for promotional and development purposes;
- administer competitions across Ulster;
- inform you of our upcoming events such as the AGM;
- develop and maintain our volunteers' and officials' skills and qualifications;
- represent the interests of TTU by engaging partners, managing strategic relationships and providing clear and relevant information;
- communicate with our members, answering all queries, comments or concerns with Table Tennis Ulster.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at admin@tabletennisulster.com or call 028 9266 4340.

3. Legal obligations

We are required by law to process certain personal information in order to comply with:

- the Companies Act 2006 to maintain a register of our members, hold General meetings, issue notices and voting arrangements.
- the safeguarding of Vulnerable Groups (NI) Order 2007 to check our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our sport NI regulatory requirements to report on the size and profile of our members, leagues, clubs and qualified coaches and officials.

- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary. We will process such personal information, through aggregated and anonymised reports, to enable us to monitor the existence or absence of equality of opportunity between groups.

4. Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with details on these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities such as sportni or Police Service NI.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. Your personal information may also be used in images captured from our competitions and events, which we use for promotional, educational and development purposes.

Where we do need to share personal information with third parties, we will only share the necessary and relevant personal information required for the specific purposes and take sensible steps to ensure the information is used only in the manner it is intended.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our staff and volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with the relevant services as a member. We will review and possibly delete your personal information where you have not renewed your membership or participated in one of our events for 5 years.

We will keep certain personal information of members for longer in order to confirm your identity.

Your rights

You can exercise any of the following rights by contacting Table Tennis Ulster on 028 9266 4340 or emailing us at admin@tabletennisulster.com

- the right to request access to the personal information that we hold about you by making a “subject access request”;
- the right to have your personal information corrected or added to, should you deem it to be incomplete;
- the right to request that we restrict the processing of your personal information for specific purposes;
- the right to request us to delete your personal information.

Any requests received by Table Tennis Ulster will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at

www.ico.org.uk