



# Sheffield Table Tennis League

Affiliated to SYCTTA and Table Tennis England  
[www.sheffieldtabletennis.co.uk](http://www.sheffieldtabletennis.co.uk)



## Data Privacy Policy

### 1. About this Policy

1. This policy explains when and why we collect personal information about our players, volunteers and instructors, how we use it and how we keep it secure and your rights in relation to it.
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.
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 x URL for the latest Privacy Policy
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?

1. We are Sheffield Table Tennis League. We can be contacted via the General Secretary using the contact details published in the Handbook and on the STTL web site at <http://www.sheffieldtabletennis.co.uk>.

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

| Data  | Reason  | Legal Basis   |
|---|---|---|
| Player's name, address, telephone numbers, e-mail, address(es). | Managing the player's membership of the National Governing Body                                       | Performing the League's <b>contract</b> with the player. For the purposes of our <b>legitimate interests</b> in operating the League.   |
| The names and ages of the member's dependents                   | Managing the Member's and their dependents' membership of the League in the case of family membership | Performing the League's <b>contract</b> with the Member.  |
| Emergency contact details                                       | Contacting next of kin or designated contact in the event of an emergency                             | Protecting the Member's <b>vital interests</b> and those of their dependents  |
| Date of birth / age related information                         | Managing membership categories that are age related   | Performing the League's <b>contract</b> with the player or volunteer.   |
| Gender  | Provision of adequate facilities.   | For the purposes of our <b>legitimate interests</b> in making sure we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender                     |
| Gender  | Reporting information to Table Tennis England   | For the purposes of the <b>legitimate interests</b> of Table Tennis England to maintain diversity data required by funders  |
| The player's name, gender, age and TTID                         | Managing competition and event entries and results  | For the purposes of our <b>legitimate interests</b> in holding competitions and events for the benefit of players. For the purposes of our <b>legitimate interests</b> in promoting the League. |

| Data   | Reason  | Legal Basis  |
|--|---|--|
| The player's name, TTID and results.   | Publishing results and ranking  | For the <b>legitimate interest</b> to providing relevant tournament and player information to Table Tennis England and providing communications to players.      |
| Photos and videos of players and volunteers  | Putting on the website and social media pages and using in press releases to promote the league | <b>Consent.</b> We will seek the consent of data subjects annually. The individual may withdraw their consent at any time by contacting us by e-mail or letter   |
| Name and contact details of club contacts and members of the STTL Executive Committee              | Creating and managing the directory of officers and club contacts in the handbook and on-line.  | <b>Consent.</b> We will seek the consent of data subjects annually. The individual may withdraw their consent at any time by contacting us by e-mail or letter   |
| Bank account details of a person making a bank or credit card payment.                             | Managing membership of the League and the provision of services and events.                     | Performing the league's <b>contract</b> with the player  |
| Players' and former players' name and e-mail address   | To conduct surveys for the benefit of the organisation and the sport.                           | For the purposes of our <b>legitimate interests</b> in operating the Sheffield Table Tennis League in its capacity as the local governing body.                  |
| Coach's name address, email addresses, phone numbers and relevant qualifications and/or experience | Publicising coaching opportunities for the benefit of members of clubs in the league.           | <b>Consent.</b> Details will be published with the consent of the coach. The coach may withdraw their consent at any time by contacting us by email or by letter |

| Data  | Reason   | Legal Basis  |
|---|--|--|
| Names of winners and previous winners of STTL competitions and special awards.                                | To maintain a list of awards and winners since the establishment of the League to be included in the Handbook and on-line. | The League's <b>legitimate interest</b> in maintaining historical records.   |
| Names, results and awards of players and volunteers of the league.  | Publication of match reports and other League news on the League's web site, social media and in press releases.           | <b>Consent.</b> We will seek the consent of data subjects annually. The data subject may withdraw their consent at any time by contacting us by e-mail or letter |
| Names and contact details of persons making a complaint to the league together with details of the complaint. | Managing the complaints and disciplinary procedure.  | <b>Legitimate interests</b> of the League in managing complaints and taking appropriate action.  |
| Names of players/ volunteers and disciplinary decisions, together with information relating to appeals.       | Managing the complaints and disciplinary procedure.  | <b>Legitimate interests</b> of the League in managing disciplinary issues.   |
| Names of players and volunteers attending STTL Meetings.  | To keep records of meetings. Managing honoraria of Executive Committee members and fines to clubs for non-attendance.      | <b>Legitimate interests</b> of the League in keeping records of meetings of the League, Executive Committee, Subcommittees and Board of Appeal.                  |

#### **4. How we protect your personal data**

1. We will not transfer your personal data outside the EU without your consent.
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. Please note that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
4. For any payments which we take from you online we will use a recognised online secure payment system.
5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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

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.
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?**

1. We will hold your personal data on our systems for as long as you are a player or volunteer in the League and for as long afterwards as it is in the 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 in order 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.
2. We securely destroy all financial information once we have used it and no longer need it.

#### **7. Your rights**

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.
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