



123 Falkland Drive, West Mains, East Kilbride G74 1EJ - Tel: 07761 098402
Website: www.ektabletennis.com Email: eastkilbridetabletennis@gmail.com

EAST KILBRIDE TABLE TENNIS CLUB PRIVACY STATEMENT **For Members/Parents/Guardians/Volunteers**

What we need

East Kilbride Table Tennis Club (EKTTC) 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 EKTTC (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
- Mobile phone number (where available)
- Gender
- Date of Birth
- Emergency contact details
- Details of any relevant disability details and special care or medical instructions.

If you are a club coach or volunteer, we need to hold additional information as appropriate. This includes:

- UKCC/TTS Coaching certificate details
- PVG/Disclosure certificate details
- First Aid Training certificate details
- Safeguarding & Protecting Children certificate details
- Other relevant details for the purposes of your role.

Why we need your personal information

1. Legitimate purposes

We need to collect and process your personal information so that we can effectively run our club and manage your membership/involvement with the club.

We will use your personal information to:

- provide you with core member services including the running of club nights, training camps and related events;
- enter you into an event;
- effectively run our committees;
- administer our coaching programmes;
- help provide a safe and effective environment to play table tennis.



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In addition, we will use your information to:

- promote and encourage participation in the club's activities by sending members' communications and information for upcoming competitions and events.
- Your personal information may also be used in images captured from our training nights, competitions and events, which we use for promotional and development purposes;
- administer competitions in East Kilbride & South Lanarkshire;
- inform you of our upcoming events such as the AGM;
- develop and maintain our volunteers' and officials' skills and qualifications;
- communicate with our members, coaches & volunteers, answering all queries, comments or concerns with EKTTTC.

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 eastkilbridetabletennis@gmail.com or call 07761 098402.

2. Legal obligations

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

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our Table Tennis Scotland, Club SL & **sportscotland** registration 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.

3. 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 registration, statutory or regulatory authorities such as Table Tennis Scotland, **sportscotland**, Disclosure Scotland or Police Scotland.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.



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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 cloud-based 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/coach/volunteer. We will review and possibly delete your personal information where you have not renewed your membership 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 East Kilbride Table Tennis Club on 07761 098402 or emailing us at eastkilbridetabletennis@gmail.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 East Kilbride Table Tennis Club 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