



Privacy Policy (July 2020)

Keighley Table Tennis Centre want to make sure that all the personal details we hold about you are safe and secure. This privacy notices tells you how we make sure we do that and what to do in case you have any questions for us or want to see what information we have.

Our contact details

Name: Keighley Table Tennis Centre
Address: 2nd Floor, Keighley Business Centre, South Street,
Keighley BD21 1SY
Phone Number: 01535 872029
E-mail: info@keighleytabletennis.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name, Address, Email address, Phone number, Date of birth, Emergency contact name and number

- **How we get the personal information and why we have it**

The personal information we process is provided to us directly by you (e.g. by filling in forms on our website, sending emails to us, or sending us forms through the post) for one of the following reasons:

- Administration of your membership of Keighley Table Tennis Centre
- To maintain accurate records of external users of the centre
- For inclusion on our mailing list

We use the information that you have given us in order to:

- To maintain an accurate and up to date membership list of KTTC
- To contact you with information about KTTC activities and events

We may share this information with:

- a third-party service provider where we use their product - e.g. MailChimp; and with professional advisors e.g. auditor.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting anne.langley@keighleytabletennis.co.uk.
- We have a legitimate interest. Legitimate interest is where we use your data in a way that you could reasonably expect, and where processing is necessary for the purpose.

How we store your personal information

Your information is securely stored on our members database. Hard copies are stored in a locked cabinet, accessible only to the Trustees.

We keep your details for two years following your written notification that you wish your membership to cease (KTTC members) or six months following your last use of the centre (external users) We will then dispose your information by deleting it from all databases and shredding any paper copies.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at anne.langley@keighleytabletennis.co.uk if you wish to make a request.

How to contact us

If you have any concerns about our use of your personal information, you can contact the Trustees at info@keighleytabletennis.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

ICO website: <https://www.ico.org.uk>

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

Helpline number: 0303 123 1113