A company limited by guarantee incorporated in Scotland registered number SC265151

Caledonia House, South Gyle, Edinburgh, EH12 9DQ - Tel: 0131 317 8077

Website: www.tabletennisscotland.co.uk Email: Cynthia.robinson@tabletennisscotland.co.uk

**TABLE TENNIS SCOTLAND PRIVACY STATEMENT**

For Membership Registrations and Renewals

What we need

Table Tennis Scotland (TTS) 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 TTS 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, including insurance, PVG processing,

• enter you into an event;

• effectively run our committees and volunteer groups;

• administer our National 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 Scotland;

• inform you of our upcoming events such as the AGM;

• develop and maintain our volunteers’ and officials’ skills and qualifications;

• represent the interests of TTS 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 Scotland.

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 richard.yule@tabletennisscotland.co.uk or call 0131 317 8077.

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 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 **sport**scotland 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 sportscotland, Disclosure Scotland or Police Scotland.

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.

We currently employ TT365 to administer our member database and ranking scheme. TT365 processes our members` personal information on our behalf as a “processor” and as such is subject to written contractual conditions to only process that personal information under our instructions and protect it in accordance with the current data protection legislation.

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 Scotland on 0131 317 8077 or emailing us at richard.yule@tabletennisscotland.co.uk

• 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 Scotland 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](http://www.ico.org.uk)