

## Data Protection Policy

Our data protection policy sets out how we collect, store, use and protect personal data. We collect the following personal data about our members:

Name, age, contact details (including those of parents / guardians where appropriate), significant medical conditions, playing results, fees and records Coaching and PVG certificates. These data are used to maintain our membership list and to provide purely statistical evidence of success to comply with the terms of various grants that we have been awarded.

Our policy is to:

- Meet our legal obligations as laid down by the General Data Protection Regulation.
- Ensure that data are collected and used fairly and lawfully
- Process personal data only in order to meet our operational needs or fulfill legal requirements; we will not make personal details available to third parties without the consent of the individual concerned other than to comply with legislation.
- Maintain personal data up to date and accurate and stored securely.
- Seek positive agreement from members to add them to mailing lists.
- Set appropriate retention periods for personal data e.g. removing details of ex-members after one year.
- Ensure that data subjects' rights can be appropriately exercised. On request members may see the data we hold about them and be assured of the use we make of them.
- Provide adequate security measures to protect personal data. These data are accessed only by the officers of the Club.
- Nominate the Chairman as our data protection officer responsible for data protection compliance and providing a point of contact for all data protection issues.
- Ensure that all club officers are made aware of good practice in data protection
- Regularly review data protection procedures and guidelines within the club

The Act requires that members are informed of how their personal information will be used. We will share appropriate information with Table Tennis Scotland (TTS) for the purposes of registration for competitions / tournaments. For the protection of vulnerable groups the league may also share with Table Tennis Scotland relevant information about coaches and volunteers undertaking regulated work where the club has been alerted to circumstances that might affect their status as a member of the PVG scheme. In the event of such sharing, it will normally be done between the Child Protection Office and TTS.

Mr Lindsay Muir

President

May 2018

