



DATA PRIVACY POLICY

[Updated October 2025]

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and coaches, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy when we collect data from you.
- 1.3 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 <https://www.hilontabletennis.co.uk> for the latest Privacy Policy.
- 1.4 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 (<https://ico.org.uk>). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are Hilton Table Tennis Centre. We can be contacted via the details published on our website <https://www.hilontabletennis.co.uk>.

3. What information we collect and why?

Member's name, address, telephone numbers, e-mail, address(es).	Managing the Member's membership of the National Governing Body.	For the purposes of our legitimate interests in operating the Association.
Details of any medical conditions, allergies, or dietary requirements you (or parents for U18's) decide Hilton Table Tennis Centre Coaches/Executive Committee need to be made aware of.	Helping to ensure the Health & Safety of those taking part in coaching, competitions and other events.	For the purposes of our legitimate interests in operating the Association. This optional information on the membership application form and renewal form may be removed from our records at any time by contacting us by e-mail or letter.
Emergency contact details	Contacting next of kin in the event of an emergency.	Protecting the Member's vital interests and those of their dependents.

Details of any particular/ additional needs you (or parents for U18's) decide Hilton Table Tennis Centre Coaches/ Executive Committee need to be made aware of.	Helping Hilton Table Tennis Centre to provide the best experience for those taking part in coaching, competitions and other events.	For the purposes of our legitimate interests in operating the Centre. This optional information on the membership application form and renewal form may be removed from our records at any time by contacting us by e-mail or letter.
Date of birth / age related information	Managing competitions and events which are age related.	For the purposes of our legitimate interests in operating the Association.
Gender	Provision of adequate facilities for members Reporting Information to Table Tennis England	For the purposes of our legitimate interests in making sure we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender. For the purposes of the legitimate interests of Table Tennis England to maintain diversity data required by funders.
The Member's name, TTID	Managing competition and event entries and results. Publishing results and rankings.	For the purposes of our legitimate interests in holding competitions and events for the benefit of members. For the purposes of our legitimate interests in promoting the Centre. For the legitimate interest to providing relevant tournament and player information to Table Tennis England and providing communications to players

Photos and videos of members	Putting on the website and social media pages and using in press releases.	Consent. We will seek the consent on the membership application form and each membership renewal form. The member may withdraw their consent at any time by contacting us by e-mail or letter.
Member's name and e-mail address	Creating and managing the online key members directory	Consent. We will seek the consent on their membership application form and each membership renewal form. The member may withdraw their consent at any time by contacting us by e-mail or letter.
Bank account details of the member or other person making payment to Hilton Table Tennis Centre	Managing the Member's and their dependants' membership of the Centre and the provision of services and events.	For the purposes of our legitimate interests in operating the Centre.
Member's and former member's name and contact details	To conduct surveys of Members and former members for the benefit of the organisation and the sport.	For the purposes of our legitimate interests in operating the Centre and the National Governing body.
Coach's name, address, email addresses, phone numbers, DBS Status and relevant qualifications and/or experience	Managing the coaching at the Association	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of coaches to members.

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

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 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.
- 4.3 All personal data held in paper format is securely locked away; all data held in electronic format is password protected.
- 4.4 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

- 4.5 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.6 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?

- 5.1 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 paragraphs 5.2; 5.3 & 5.4 below.
- 5.2 Table Tennis England; Hilton Table Tennis Centre Executive Committee members; club secretaries; team captains; and team members – as required to facilitate your participation in Table Tennis Leagues, competitions and events.
- 5.3 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.

6. How long do we keep your information?

- 6.1 We will hold your personal data for as long as you are a member of the Centre and for as long afterwards as it is in the Centre's 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. For defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 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.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/make-a-complaint/>

0303 123 1113.

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