



# BTTC Privacy Policy

## **Guiding principle**

At BTTC we are committed to keeping your personal information safe. This document explains how and why we collect, use and store any details you share with us. By personal data we mean identifiable information about you or your child, such as name, email, address, telephone number, date of birth, medical conditions, allergies, disability, ethnicity etc.

## **Information we collect**

This is for membership, session planning and timetabling as well as contacting you to let you know about training camps, team scheduling, trips and events. We are also required to take details of any medical issues and whether first aid can be administered in the event of an accident in line with Health and Safety regulations. We also ask your permission to photograph or film your child in accordance with our policy about this. (BTTC Photographing and Filming of Young People under 18 years old.)

## **How we use your information**

As well as our commitment to keep your details safe, you are protected by law. BTTC only uses your data if we have a lawful reason to do so - for example to reply to enquiries you send to us, when we wish to communicate with you about administering your membership and to manage our relationship with you. Even then, we must take into consideration what is right for you and where we require your consent. This is usually for emails relating to promoting BTTC or fundraising for example, where we will ask you specifically if you agree to us contacting you.

## **How we share your data**

We will never share your data with third parties, unless you have provided your explicit consent for us to do so or we are required to do so by law.

Your rights to your personal data information

At any point while we hold your data you have the right to:

- request to have access to the data
- instruct us to erase your data
- receive a copy of your data
- change or withdraw your consent about receiving any communications from us, and by which media - email, phone and/ or post.

### **Security**

At BTTC we are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. We will only keep your information for the length of time you are part of the club or until you say you wish your data to be removed from our system except for financial information which we are obliged by law to keep for seven years.

### **How we use Cookies**

Cookies are used by nearly all websites to improve your experience when you visit. A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful. A cookie in no way gives us access to your computer or any information about you, other than data about how you use our website. You can choose to accept or decline cookies.

### **Payment portals**

Where the third party payment portal GoCardless and Stripe are used, the data you share will be subject to that provider's data privacy policy. When information is passed on to BTTC that information will be subject to our privacy policy as detailed in this document.

We review our privacy policy annually. It is available on our website and also you may request a printed copy at any time. Please contact the club by email at [info@brightontabletennisclub.com](mailto:info@brightontabletennisclub.com) or by phone on 01273 670145.