



## **Data Control and Privacy Policy, May 2018**

### **The information we collect:**

Thornbury Table Tennis Club (TTTC) requires personal information from its group members which is retained by the Secretary. The information we save is your name, address, phone number, date of birth, e-mail address and Table Tennis England number. This is stored on a computer and as a paper file.

### **The way we use your information:**

The information you provide to TTTC is used solely to communicate with you regarding table tennis matters. We can communicate with you by letter, phone, e-mail or text.

Should you not wish us to communicate with you, you should let the club secretary know.

### **Data security:**

TTTC will take reasonable measures to protect your personal information and only use it for the purpose it was collected. We use a computer system to store the data. The information is reviewed regularly and deleted once it is no longer needed.

You have the right to request access to the personal information held about you – please contact the secretary or e-mail [thornburyttc@gmail.com](mailto:thornburyttc@gmail.com)