

GLASGOW UNIVERSITY TABLE TENNIS CLUB PRIVACY NOTICE

University of Glasgow Sport 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 provide information about yourself to join the club, for official or coaching courses, training or volunteering opportunities, we will ask you for information which may include name, address, telephone number, email address, institutions, coach, athlete, volunteer status.

If you have agreed to be a registered club Alumni, we will ask you for information including name, email address.

Why we need your personal information:

1. Contractual purposes

We need to collect your personal information so that we can effectively run our club and manage our members. We will use your personal information to:

- enter you into an event;
- effectively run our committees groups;
- administer our coaching and officiating programmes;
- submit membership lists to University of Glasgow Sport for insurance purposes and to ensure eligibility to compete in BUCS and vote in GUSA elections

2. Legitimate purposes

We also process our members’ personal information in order to:

- inform you of our upcoming events such as the socials, matches or other events;
- develop and maintain our volunteers’ and officials’ skills and qualifications;

Should you be uncomfortable with any of the above, do email us via gu.tabletennisclub@gmail.com and we will ensure that your details are not used in relation to any of the above activity.

3. Legal obligations

We are required by law to process certain personal information in order to comply with:

- our GUSA affiliation which requirements us to report on the size and profile of our membership
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

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:

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with any partners, including University of Glasgow Sport, for promotional reasons.

We may be required to share personal information with statutory or regulatory authorities such as Disclosure Scotland or Police Scotland.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

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.

How we protect your personal information:

Your personal information is stored on our electronic filing system and is password protected and is accessed by Club Secretary for any of the reasons set out above.

How long we keep your personal information:

For a club member, we will only keep your personal information for as long as you are a member of our club.

For a club Alumni, we will keep your information until you unregister as a club Alumni.

Your rights

You can exercise any of the following rights by contacting the Glasgow University Table Tennis Club Secretary, Reza Haghighat, by email at gu.tabletennisclub@gmail.com.

- 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 the Glasgow University Table Tennis Club 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.