

**DATA PROTECTION PRIVACY STATEMENT**

The legal basis for our seeking, holding and processing personal data is one of consent, received through the opt in clause contained in the Club membership form. We will treat all your personal information as private and confidential, except where disclosure is made at your request or with your consent or where we are required by law to disclose. You may withdraw that consent at any time.

Your personal data will be held for the duration of your membership of the Club. On cessation of membership your personal date will be erased.

At any time you may seek access to your personal data, correct inaccuracies, have the information erased or restrict our processing of the information. To do so contact the Club Secretary through the means advertised on the Club website or at beechhilltabletennis@gmail.com.

We will use your information for the purposes of Club membership administration, for the purpose of affiliation or registration to National Governing Bodies – Table Tennis Ireland and Special Olympics Ireland - for the purpose of personal insurance cover and claims, and for submitting entries to competitions.

We will always store your information securely. To prevent unauthorised disclosure or access to your information, we have implemented safeguards. The members’ Excel file is stored on the Club Secretary’s laptop and only the Club Secretary, Treasurer and Chairman have password access to it. Paper membership forms are stored with the Club Secretary. We follow procedures to ensure that we are compliant with the relevant Data Protection Acts and the General Data Protection Regulation of 2018. Your data will not be subject to automated decision making.

The Club will contact members by text, email and by phone, if deemed necessary. The Club membership form contains an opt in clause whereby the consent of members to be contacted is recorded.

Our website contains links to other websites. Please note we have no control of websites outside of the www.beechilltabletennis.com domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

If you wish to make a complaint about any aspect of how the Club has, or is, handling your personal data or to withdraw your consent to the Club contacting you by email or text, you may notify the Club Secretary in writing/email.