

Table Tennis Wales Privacy Notice for our Members

Table Tennis Wales Privacy Policy

Version: 2

Review Date: August 2026

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1. Introduction

Table Tennis Wales ("TTW", "we", "us", "our") is committed to protecting and respecting your privacy. We recognise the importance of safeguarding personal information and are committed to processing personal data fairly, lawfully and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This Privacy Policy explains:

- What personal information we collect
- How we use your information
- The lawful bases we rely upon
- How and why we share information
- How we protect your information
- How long we keep information
- Your rights regarding your personal data

2. About Table Tennis Wales

Table Tennis Wales is the National Governing Body for table tennis in Wales.

Registered Office:

Sport Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW

Company Registration Number: 4779322

Table Tennis Wales acts as a Data Controller for the purposes outlined in this Privacy Policy.

3. Who This Policy Applies To

This policy applies to:

- Members
- Players and participants
- Parents and guardians
- Coaches
- Umpires and referees
- Volunteers

- Club officials
- Staff and contractors
- Performance programme athletes
- Event participants
- Website users
- Individuals who contact us or engage with our services

4. Information We Collect

Depending on your involvement with Table Tennis Wales, we may collect:

Personal Details

- Name
- Title
- Date of birth
- Gender
- Nationality
- Membership number

Contact Information

- Postal address
- Email address
- Telephone number

Membership Information

- Club affiliation
- Membership category
- Membership history
- Competition eligibility
- Ranking and rating information

Competition and Participation Data

- Tournament entries
- Match results
- Rankings and ratings
- Performance records
- Attendance records
- Squad and pathway participation

Workforce Information

For coaches, officials and volunteers:

- Qualifications
- Accreditation records

- CPD and training history
- Safeguarding training records
- DBS/PVG disclosure status where applicable

Financial Information

- Membership payments
- Event fees
- Grant applications
- Funding records

TTW does not store full payment card details.

Communications

- Emails
- Letters
- Telephone records
- Complaints and disciplinary records
- Support enquiries

Cookies, Analytics and Website Usage

Our website uses cookies and similar technologies to improve website functionality, analyse website traffic and understand how visitors use our services.

We may collect:

- IP addresses
- Device information
- Browser and operating system information
- Pages visited and user interactions
- Website usage statistics

We may use analytics tools to help us improve our website and services.

Where required, we will seek your consent before placing non-essential cookies on your device. Further information is available in our Cookie Policy.

Images and Media

- Photographs
- Video footage
- Live streaming content
- Audio recordings

Equality Monitoring Information

We may invite members to provide information relating to:

- Disability
- Ethnicity
- Religion or belief
- Sexual orientation
- Gender identity
- Other equality characteristics

Providing this information is voluntary.

Health Information

Where necessary, we may collect:

- Medical conditions
- Injury information
- Emergency medical information
- Disability classification information

This information is only collected where relevant and necessary.

5. How We Collect Information

We may collect information directly from:

- Membership applications
- Competition entries
- Club affiliations
- Event registrations
- Course registrations
- Website forms
- Surveys
- Email and telephone communications

We may also receive information from:

- Affiliated clubs
- Schools, colleges and universities
- British Table Tennis Association for People with Disabilities (BTTAD)
- UK Sport
- Sport Wales
- British Universities and Colleges Sport (BUCS)
- Other governing bodies
- Parents or guardians

6. How We Use Your Information

Membership Administration

We use information to:

- Create and manage membership accounts
- Process renewals
- Provide membership benefits
- Verify eligibility
- Maintain membership records

Competitions and Events

We use information to:

- Process entries
- Verify eligibility
- Publish results
- Manage rankings and ratings
- Administer competitions
- Deliver live scoring and event services

Competition results may be published publicly.

Workforce Development

We use information to:

- Manage coach and official licensing
- Deliver qualifications
- Record training completion
- Verify safeguarding compliance
- Manage workforce development programmes

Performance Programmes

We may use information to:

- Select athletes
- Monitor performance
- Deliver support services
- Manage travel arrangements
- Assess eligibility for funding opportunities

Safeguarding and Welfare

We process information where necessary to:

- Protect children and adults at risk
- Investigate safeguarding concerns
- Manage complaints and disciplinary matters
- Fulfil safeguarding obligations

Children and Young People

Table Tennis Wales recognises that many participants are children and young people.

We may collect and process personal information relating to children for purposes including:

- Membership administration
- Competition entry and participation
- Rankings and results
- Pathway and performance programmes
- Safeguarding and welfare
- Emergency contact arrangements

Where appropriate, personal information may be provided by a parent, guardian, club or educational institution.

We take additional care when processing children's personal information and only do so where necessary, lawful and proportionate.

Research and Development

We may use anonymised information to:

- Understand participation trends
- Improve services
- Evaluate programmes
- Support strategic planning

Communications

We use contact information to:

- Send membership communications
- Provide service updates
- Inform you about events and opportunities
- Respond to enquiries

7. Lawful Bases for Processing

We process personal data under one or more of the following lawful bases:

Contract

Where processing is necessary to provide membership services or fulfil obligations.

Legitimate Interests

Where processing is necessary for:

- Governance of the sport
- Competition administration
- Member support
- Club development
- Workforce development
- Research and service improvement

Legal Obligation

Where processing is required by law, including:

- Safeguarding obligations
- Financial reporting
- Regulatory requirements
- Health and safety requirements

Consent

Where required, including:

- Marketing communications
- Certain photography and promotional uses
- Optional equality monitoring

Vital Interests

Where processing is necessary to protect an individual's health or safety.

8. Special Category Data

We process special category personal data only where:

- Explicit consent has been provided;
- Processing is necessary for safeguarding and welfare purposes;
- Processing is necessary for health and safety;
- Processing supports equality, diversity and inclusion monitoring;
- Processing is required to establish, exercise or defend legal claims; or
- Processing is necessary for reasons of substantial public interest.

Appropriate safeguards are applied when handling this information.

This may include:

- Health information
- Disability information
- Ethnicity
- Religious beliefs
- Sexual orientation
- Gender identity

We only process such information where there is a lawful basis and an additional condition under UK GDPR.

Criminal Convictions and DBS Information

Where necessary for safeguarding purposes, Table Tennis Wales may process information relating to criminal convictions, criminal offence allegations and DBS/PVG disclosure status.

Such processing will only take place where permitted by applicable legislation and is necessary to:

- Protect children and adults at risk;
- Fulfil safeguarding responsibilities;
- Meet legal and regulatory obligations; and
- Support safe recruitment and workforce management.

Access to this information is restricted to authorised personnel.

9. Photography, Filming and Live Streaming

Photography, filming and live streaming may take place at competitions, events, training camps and award ceremonies.

Images and footage may be used for:

- Promotion of table tennis
- Education and training
- Historical records
- News reporting
- Social media content

Where required, appropriate consent processes will be followed.

10. Marketing Communications

With your consent, we may send information about:

- Events
- Competitions
- Coaching opportunities
- Funding opportunities
- News and updates
- Partner offers

You may withdraw consent at any time by:

- Updating your communication preferences
- Clicking the unsubscribe link
- Contacting Table Tennis Wales

Cookies, Analytics and Website Usage

Our website uses cookies and similar technologies to:

- Operate and secure our website;
- Improve website functionality;
- Remember user preferences;
- Analyse website traffic; and
- Understand how visitors interact with our services.

Where required, we will seek consent before placing non-essential cookies on your device.

11. Sharing Your Information

We may share information where necessary with:

Governing Bodies

- Sport Wales
- UK Sport
- International Table Tennis Federation (ITTF)
- European Table Tennis Union (ETTU)
- Commonwealth Table Tennis Federation
- Other recognised governing bodies

Affiliated Clubs

Where required to administer participation and membership.

Competition Organisers

To verify eligibility and administer events.

Education and Qualification Providers

To administer coaching and officiating qualifications.

Service Providers

Including providers of:

- Membership systems
- Competition software
- Payment processing
- Email communications
- Website hosting
- Survey and research platforms

Regulatory and Legal Authorities

Including:

- Police
- Social Services
- Information Commissioner's Office
- Courts and tribunals
- Other regulatory bodies

Information shared will be limited to what is necessary.

12. International Transfers

Where information is transferred outside the UK, we will ensure appropriate safeguards are in place in accordance with UK GDPR.

Where personal information is transferred outside the United Kingdom, we will ensure that appropriate safeguards are in place.

These safeguards may include:

- UK adequacy regulations;
- The UK International Data Transfer Agreement (IDTA);
- The UK Addendum to Standard Contractual Clauses;
- Transfer risk assessments; or
- Other lawful transfer mechanisms recognised under UK GDPR.

Further information can be requested by contacting Table Tennis Wales

13. Data Security

Table Tennis Wales has implemented appropriate technical and organisational measures to protect personal data against:

- Unauthorised access
- Loss
- Misuse
- Alteration
- Disclosure
- Destruction

Access to personal information is restricted to those who require it to perform their duties.

14. Retention of Information

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected.

Retention periods vary depending on:

- Membership requirements
- Safeguarding obligations
- Financial regulations
- Legal requirements
- Insurance requirements

Former member records may be retained where necessary to verify previous membership, insurance cover or historical participation. This reflects existing TTW and sector-wide governing body practice.

Record Type	Typical Retention Period
Membership records	6 years after membership ends
Financial records	6 years
Complaints and disciplinary records	Up to 6 years after closure
Coaching and officiating qualifications	Duration of qualification plus archive period
Safeguarding records	In line with safeguarding guidance and legal requirements
DBS verification records	In accordance with DBS guidance
Competition results and rankings	Permanent historical archive where appropriate
Website analytics	In accordance with analytics provider settings

Retention periods may vary where legal, regulatory, safeguarding or insurance requirements require longer retention.

15. Your Rights

Under UK GDPR you have the right to:

- Access your personal information
- Correct inaccurate information
- Request deletion of information
- Restrict processing
- Object to processing
- Withdraw consent
- Request data portability
- Lodge a complaint

To exercise any of these rights, please contact us using the details below.

16. Complaints

If you are unhappy with how we process your personal information, please contact us first.

You also have the right to complain to:

Information Commissioner's Office (ICO)

Website: www.ico.org.uk

17. Contact Us

If you have questions regarding how your personal information is processed, please contact:

Table Tennis Wales

Sport Wales National Centre

Sophia Gardens

Cardiff

CF11 9SW

Email: membership@tabletennis.wales

Website: www.tabletennis.wales

18. Changes to this Policy

We may update this Privacy Policy from time to time to reflect changes in legislation, regulatory requirements or our services.

The latest version will always be published on the Table Tennis Wales website.