

Privacy Policy

This Privacy Policy states how Woodford Table Tennis School (Barnet Nannies and Maternity Ltd, company number 8191590 trading as Woodford Table Tennis School) collects, uses, shares, maintains and discloses information collected from users of woodfordtts.com website ("Site"). This privacy policy applies to the Site and all products and services offered by Woodford Table Tennis School (WTTS). We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

WTTS is a 'data controller' and gathers and uses certain information about you.

WTTS will comply with the following data protection principles when processing personal information:

- we will process personal information lawfully, fairly and in a transparent manner;
- we will collect personal information for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;
- we will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
- we will keep accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information is deleted or corrected without delay;
- we will keep personal information in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the information is processed; and
- we will take appropriate technical and organisational measures to ensure that personal information is kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

We will update this privacy policy of any changes to information we collect or to the purposes for which we collect and process it.

The kind of information we may hold about you

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses telephone numbers and e-mail addresses
- Date of birth
- Gender
- Medical information

How we collect your personal information

We may collect personal information about users of the platform in a number of different ways.

- Directly from you - for example, through the booking of a course or session (coaching), purchasing or renewing membership or booking an activity at an event, phone and email.
- From someone else acting on your behalf – for example where a parent or guardian has purchased a membership or course for a child. On occasion a data controller may upload/send your personal information directly. In these circumstances, you will be

requested to provide consent to the use of your personal information prior to any utilisation of the data by WTTS.

How long we keep your information

We will keep your information for as long as is necessary for us to fulfil the purposes that we describe in this policy. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements of the data controller. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Monitoring and recording communications

Cookies

Information may be sent to your computer in the form of an Internet "cookie" to allow the woodfordtts.com servers to monitor your requirements. The cookie is stored on your computer. The woodfordtts.com server may request that your computer return a cookie to it. These return cookies do not contain any information supplied by you or any personally identifiable information about you.

Such measures are necessary to allow woodfordtts.com to measure the usability of the systems, which will help in its continuing development to ensure that we understand the requirements of our users. Your browser software should however enable you to block cookies if you wish to. For more information about cookies, please visit www.allaboutcookies.org.

Third party websites

Users may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Disclosure of Your Information

If it is reasonably necessary for the purposes set out in this privacy policy, we may disclose your personal information. We may disclose your personal information to third parties in the following events:

- Someone acting on your behalf, for example a parent or guardian who has purchased membership, coaching course or programmes for you as their child;
- Competition organisers and officials involved in competitions you are taking part in;
- your venue, coach, leader for the purposes of membership, coaching programme or group;
- Our suppliers where they process data on our behalf. For example, payment providers – Banks or PayPal who process your transactions as appropriate.
- If we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If WTTS or substantially all its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data to comply with any legal obligation, or to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of WTTS staff, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Changes to this privacy policy

Woodfordtts.com has the discretion to update this privacy policy at any time. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your acceptance of these terms

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site / services. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

Your rights to request your information to be erased, access and correct

It is your right to ask any questions about this Privacy Policy, the practices of this site, or in accordance with applicable law, you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We will respond and provide you with further information about the right & information within 30 days if you ask for it.

Website: <http://woodfordtts.com/>

Phone: 07894 659 074

Email: woodfordtts@gmail.com

Address:

Woodford Table Tennis School
 Data Protection Officer
 Flat 4
 24 Leicester Road
 Barnet
 EN5 5DA

How to complain

We hope that we can resolve any query or concern you raise about our use of your information directly with us. If not, contact the Information Commissioner at <https://ico.org.uk/concerns> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.