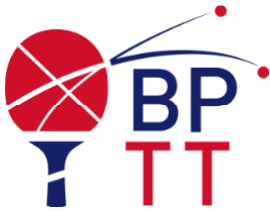




## **Data Protection Policy**



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<b>Version No.</b>	<b>Version Date</b>	<b>Summary of changes</b>
1.0	April 2017	Initial document
2.0	Oct 2023	Document reviewed and updated for 2023.



## 1. Introduction

British Para Table Tennis is committed to protecting the privacy and security of personal information collected and processed in the course of its activities. This Data Protection Policy outlines our commitment to compliance with data protection laws and the principles that govern the collection, use, disclosure, and storage of personal data.

## 2. Scope

This policy applies to all personal data collected and processed by BPTT in its capacity as a national sporting governing body, including data relating to athletes, coaches, employees, volunteers, members, and other individuals.

## 3. Principles of Data Protection

BPTT adheres to the following data protection principles:

### 3.1. Lawfulness, Fairness, and Transparency

We will process personal data lawfully, fairly, and transparently, and we will inform individuals about how their data is being used.

### 3.2. Purpose Limitation

Personal data will only be collected and processed for specific and legitimate purposes. Any additional use of data will require consent or be necessary for legal reasons.

### 3.3. Data Minimization

We will only collect and process data that is necessary for the purposes for which it was collected.

### 3.4. Accuracy

We will take reasonable steps to ensure the accuracy of personal data and keep it up to date.



### 3.5. Storage Limitation

Personal data will only be retained for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable laws.

### 3.6. Security

We will implement appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, or destruction.

### 3.7. Accountability and Governance

We will take responsibility for our data protection compliance and establish appropriate data protection governance mechanisms.

## 4. Data Subject Rights

Individuals have the following rights regarding their personal data:

Right to access

Right to rectification

Right to erasure (right to be forgotten)

Right to restrict processing

Right to data portability

Right to object to processing

Right not to be subject to automated decision-making, including profiling

## 5. Data Breach Response

In the event of a data breach, BPTT will promptly assess and mitigate the breach and notify the relevant supervisory authority and affected individuals, as required by applicable laws.



#### 6. Data Protection Officer

BPTT has appointed a Data Protection Officer (DPO) responsible for overseeing data protection activities and compliance. The DPO can be reached at [DPO's contact information].

#### 7. Training and Awareness

We will provide training and awareness programs to employees and volunteers to ensure they understand their responsibilities and the importance of data protection.

#### 8. Review and Update

This Data Protection Policy will be regularly reviewed and updated to ensure it remains current and aligned with applicable data protection laws.

#### 9. Contact Information

For questions or concerns about this Data Protection Policy or data protection practices at BPTT, please contact [louiselarcombe@britishparatabletennis.com](mailto:louiselarcombe@britishparatabletennis.com).

#### 10. Last policy revision date – **5<sup>th</sup> October 2023.**