

# ETTA Website Privacy Policy

## 1. Introduction

**This is the Privacy Policy of the English Table Tennis Association Ltd, hereinafter known as (or referred to as) the ETTA. Please read this privacy policy to learn about the ways in which we use and protect your personal information. If you have any queries concerning your personal information, please contact us at [info@etta.co.uk](mailto:info@etta.co.uk)**

This site is operated by the ETTA. This Privacy Statement outlines the way in which the ETTA gathers and uses information relating to you, the user of the ETTA web site ("you").

By browsing and using our web site, you expressly consent to this Privacy Policy governing your use of the web site and our use and disclosure of your personal information, as described below.

## 2. What information do we collect?

We collect the following information from visitors to our website: information such as IP addresses and information relating to what pages have been viewed (e.g. using cookies as described further below) and information volunteered by you (e.g. via online or offline registration forms), such as contact details, email address and whether you have chosen to receive future communications from the ETTA. We also monitor customer traffic patterns and site use which enables us to improve the service we provide.

## 3. Disclosures of your information

We use the information we collect on the website to help us understand how the website is being used and to allow us to communicate with you. Such information will enable us to communicate with you on any matter relating to the ETTA, including the provision by us or selected third parties of relevant information, goods and/or services in which we think you may be interested unless you have chosen not to receive such material. Information may be transferred to third parties and internationally (including to those countries without data protection laws) for the foregoing purposes.

In the event that the operations of the ETTA are transferred to or integrated with another operation, your details may be disclosed to our advisors and transferee of the operations of ETTA.

The ETTA will never, under any circumstances, exploit your data for commercial gain but it may, from time to time, release your personal data to funding partners and Government agencies involved in sport in the UK. In these circumstances, the data will be held for the duration of the project and destroyed immediately after use. If you do not wish your data to be used for these purposes, this can be achieved by writing to the Data Protection Officer, at the following address:

English Table Tennis Association Limited

Suite 88, Norfolk House

88 Saxon Gate West

Silbury Boulevard

Milton Keynes

Buckinghamshire

MK9 2DL

We reserve the right to access and to disclose personal information to comply with applicable laws and lawful government requests or requests by applicable regulatory bodies, to operate our systems properly or to protect either ourselves or our other users.

#### 4. How do we use your personal information?

The ETTA may use your personal information, such as your name and contact details, if you choose to supply it, for the following purposes:

- to perform the services that you have requested, which may involve contacting you by post or by email;
- to make parts of the website easier to use by not making you enter your personal information more than once;
- for the detection of fraud and for market research purposes; and
- for other reasonable purposes, always acting within the limits of the Data Protection Act, 1998.

If you have consented when submitting your personal data (e.g. by ticking or not ticking a consent box) we may also use your personal information, as stated above, to market to you ETTA and/or third party products and services and for such other requirements as you may have indicated or consented to.

#### 5. Accessing, reviewing and changing your personal information

We offer you the ability to automatically review and change the information you submit to us by logging into the ETTA web site and entering in the new information yourself. Generally, we will not modify your personal information based on your request because it is very difficult to authenticate your account manually. You can change your email address, password, contact information, postal address and any available user preferences by going to our web site. You must promptly update your personal information if it changes or is inaccurate.

Upon your written request, we will deactivate your account contact information from our active databases. To make this request, please contact [admin@etta.co.uk](mailto:admin@etta.co.uk) . Such information will be deactivated as soon as reasonably possible in accordance with our deactivation policy and applicable law.

We will retain in our files information you have requested to remove in some circumstances, such as to resolve disputes and troubleshoot problems. Further, such prior information is never completely removed from our databases due to technical and legal constraints, including stored "back up" systems. Therefore, you should not expect that all of your personally identifiable information will be completely removed from our databases in response to your requests.

## 6. Safeguard of personal information

Personal information is only accessible to a limited number of qualified employees who are given a password in order to gain access to the information. While we take commercially reasonable measures to maintain a secure site, electronic communications and databases are subject to errors, tampering and break-ins, and we cannot guarantee or warrant that such events will not take place and we will not be liable to you for any such occurrences.

We may amend this Privacy Policy from time to time without notice so you should regularly review this policy when you visit our web site.

## 7. Cookies

A cookie is a small file containing an identity code. Your computer accepts the cookie and stores it and when you next visit the website, the code is retrieved, allowing individual visitors or computers to be recognised. Cookies are used for a variety of purposes including providing personalised web pages and recognising your choice of language. Cookies do not cause harm to your computer but if you do wish to stop your computer accepting cookies, go to the help section of your Internet browser (e.g. Mozilla Firefox, Internet Explorer or Google Chrome) where you will find information on how to do this.

**The ETTA website does use cookies.**

## 8. Internet Security

The ETTA is required to ensure that personal data processed by it is subject to appropriate security. Although we will meet this requirement, we cannot accept any responsibility for any loss, disruption or damage to your data or your computer system which may occur whilst using material derived from this website. As best practice, we also strongly recommend that you regularly run an anti-virus programme on all material downloaded from the Internet.

## 9. Updating your information and opting out

If any of the information that you have provided to us changes, for example, if you change your e-mail address or name or if you wish to cancel your registration, please let us know the correct details by sending an e-mail to **admin@etta.co.uk**.

All email communications from The ETTA will include an unsubscribe facility. You have a right to access the personal data that is held about you. To obtain a copy of the personal information ETTA holds about you, please write to us at the following address:

Privacy Officer, English Table Tennis Association Limited  
Suite 88, Norfolk House  
88 Saxon Gate West  
Silbury Boulevard  
Milton Keynes

Buckinghamshire

MK9 2DL

enclosing your postal details and a cheque for £10 payable to ETTA Limited.

## **10. Other web sites and third parties**

Our web site may contain links to other web sites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you.

## **11. How can you contact The English Table Tennis Association (ETTA)?**

We welcome your views about our website and our privacy policy. If you would like to contact us with any queries or comments, please send an email to [admin@etta.co.uk](mailto:admin@etta.co.uk).

## **12. Changes to Privacy Policy**

If we change our Privacy Policy, we will post the changes on this page of our website and may place notices on other pages of the web site, so that you may be aware of the information we collect and how we use it at all times. We may also e-mail you should we make any changes, so that you may consent to our use of your information in that way. Continued use of the service will signify that you agree to any such changes.

**The ETTA**

**November 2010**