

Privacy Statement

Waikato Table Tennis Association (WkTTA)

The Waikato Table Tennis Association exists to create and support opportunities for everyone to enjoy and achieve excellence in the game of table tennis in the Waikato region. We are fully affiliated to our national body – Table Tennis New Zealand (TTNZ).

The Waikato Table Tennis Association ('we', 'us', 'our') respects your privacy.

This privacy statement outlines how we may collect, use, and handle your personal information in accordance with the Privacy Act 2020.

We may update this privacy statement from time to time. Please check this privacy statement regularly for modifications and updates. This privacy statement was last updated on **5 June 2023**.

How we collect information about you

We collect information from you when you either complete an on-line membership form, or you complete an identical form at the Stadium. Additionally, we may clarify information with you directly either by a follow up email or phone call.

What personal information we collect

We may collect the following information about you:

- Full names (*)
- Date of birth (*)
- Gender (*)
- Email address
- Mobile number
- Next of kin name
- Next of kin relationship
- Next of kin phone number
- Which affiliated club you may belong to
- Membership type (*)
- Membership fee paid (*)
- IMR number (this is the registration number issued by TTNZ for members to play in TTNZ competitions)

If you wish to become a member of Waikato Table Tennis Club, the information marked with an asterix (*) above is mandatory. For memberships, all other information is optional.

How we use your personal information

We use your personal information:

- to verify your identity and uniquely identify you as a member (as applicable)
- to provide products and services to you
- to respond to communications or queries from you
- to notify you of upcoming competitions and events
- In event of an accident/ incident to advise next of kin

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Sharing personal information

We may disclose your personal information to:

- Table Tennis New Zealand to communicate about our players entering competitions
- Any person or agency as authorised by yourself
- Any other person or agency as permitted or authorised by law.

Storing your information securely

We take reasonable steps to ensure your personal information is protected against loss, unauthorised access, use, modification, disclosure, or other misuse.

How long do you keep the information?

We only keep your personal information for as long as required for the purposes outlined in this privacy statement and in accordance with the law.

Accessing and correcting your personal information

You have the right to access any information we hold about you and ask us to correct it if you think it is wrong.

To access any personal information held by us, or if you wish to correct your information, you can complete an online submission from our website, or alternatively, you can email waikatotabletennis@gmail.com.

When making a request to access or change your information, please include:

- your name
- email contact address
- contact phone number
- details of the information you want or want to correct - this needs to be as clear and specific as you can make it. We may ask you for more details.

Please note that before we can provide you with your information or make any changes we need to be satisfied about your identity. To do so, we may need to ask you further questions or to view identification which establishes your identity.

Newsletter Subscriptions

If you would like to sign up to our newsletters, we require your full name and email address. We will only use your personal information for managing your subscription and assessing the newsletter effectiveness.

You can unsubscribe from the newsletter at any time by emailing waikatotabletennis@gmail.com.

Privacy queries or concerns

If you have any queries or concerns about how your personal information has been managed, please contact us to see if we can resolve the problem. You can-

Email us at waikatotabletennis@gmail.com