



Data and Privacy Policy

What this policy covers

Your privacy is important to us, and so is being transparent about how we collect, use, and share information about you. This policy is intended to help you understand:

- What information we collect about you
- How we use information we collect
- How we share information we collect
- How we store and secure information we collect

This Privacy Policy covers the information we collect about you when you become a member of the club. This information is necessary for us to run the club and for the services and facilities we provide, you can only be a member of the club if we can hold this information and share it with certain key organisations. Your choices include how you can access, update and if necessary, object to certain uses of information about you.

What information we collect about you

The only information we keep about you is that which you provide on the membership forms, and medical forms in the case of the Junior section.

How we use information we collect

The information is used to carry out the day-to-day administration of the badminton club. This may include emailing you about the operation of the club or activities we are running. We also must provide information to certain other organisations the club and, by association, you are affiliated with. We never use any of the information collected for any marketing purposes outside of our own events and activities. We do not pass information onto any advertising or marketing companies.

How we share information we collect

We share information with the following organisations: Badminton England The governing body of our sport. They require that all our members be registered with them. In return they provide certain services, the most important being club insurance which you must have to be able to play on a club night. They also provide regular news and promotion of Badminton events. Badminton England have their own data policies and as members they will require your separate permission if they use these for marketing purposes. Their policy may be reviewed here and you can contact them directly if you feel they are not following this correctly. <https://www.badmintonengland.co.uk/about-us/privacy-policy/>

Leagues

All players eligible to play in league competitions must be registered with the league. It is our policy to register all senior members with all leagues. You may indicate that you do not wish to be registered with one or more of the leagues, however you would not then be able to represent the club in their competitions. Each league has its own policy. Again, you can contact them individually if you feel that they are not following this policy.

The Leagues we regularly participate in are:

- Tunbridge Well Badminton League <http://badminton.twbl.co.uk/administration.html>
- Crawley & District Badminton Association – TBC
- West Weald Badminton Association- TBC
- Edenbridge & East Grinstead Friendly Badminton League – TBC
- Mid Sussex & District Badminton Association - TBC

How we store and secure information we collect

Information storage and security Membership details are kept safe on computers by officers of the club that require the information for normal day-to-day operations. Typically, this is the club secretary, match secretary and treasurer. Other committee members and officers may from time to time hold members information for the same purposes. Membership forms are retained for reference in a secure place. Senior club members maybe requested to opt in to have their contact details included on a password protected address list that is shared with all other senior members. This is to facilitate organisation of matches, teams & club meetings. Any members not giving permission will be omitted.

Junior member medical forms and information are kept securely at the club in case of the need to use them in an emergency. Only key officers of the club, the junior coach and coordinator have access to them. In a medical emergency the information may be shared with a healthcare professional or first aider to support appropriate care. This is necessary in order that the club can provide the correct duty of care. It is not possible to participate in the Junior section unless consent to hold this information is provided.

How long we keep information

The information is kept while you continue to be a member of the club and may be retained for a short while after either if we are unsure of membership status or there is ongoing need to make contact. Once the information is no longer needed for the running of the club it will be deleted.

How to access and control your information

You have certain choices available to you when it comes to your information. Below is a summary of those choices, how to exercise them and any limitations.

Your Choices: You have the right to request a copy of the information held about you, to object to our use of your information, or to request the deletion or restriction of your

information. To exercise your choices please contact the club data policy representative via: chelwoodgateb@gmail.com

If your request means we no longer have the information needed to provide your club services, we will inform you, and your membership of the club or participation in certain activities we provide will end. Where you have allowed us to share data with third parties, you will need to contact those third-parties directly to have your information deleted or otherwise restricted. If you have unresolved concerns or feel we are not properly following our data policy you have the right to complain to the data protection authority.