 

STOWMARKET BADMINTON CLUB

GENERAL DATA PROTECTION REGULATION

(GDPR PRIVACY NOTICE)

The General Data Protection Regulation (GDPR) took effect on 25th May 2018 and replaced the Data Protection Act 1998. Under GDPR accountability for data protection and regulation extends to anyone who collects, manages, and stores information on people who are club members, i.e. data controllers and data processors.

All data collected is obtained by consent from members when they fill out an application form to join Stowmarket Badminton Club and involves managing and storing this personal information. The following explains why Stowmarket Badminton Club collects your personal information.

**Who we are**

Stowmarket Badminton Club [hereafter referred to as the ‘Club’] is a membership organisation affiliated through registration with Badminton England, [hereafter referred to as ‘BE’], which exists to promote interest in playing badminton. All members of the Club must be members of BE. The Affiliations Officer will act as the data controller for the purposes of the GDPR. Individual officers of the Committee, e.g. Secretary, Treasurer and Affiliation Officer may act as data processors.

**Why we collect your personal data and our legal basis for doing so**.

Stowmarket Badminton Club keeps and uses personal data to provide our membership with the services they have paid for. To do this, Club Officers and other volunteers involved in the organisation of the Club from time to time need to know who our members are and to be able to communicate with them. The Club has adopted the legal basis of ‘Legitimate Interest’ to justify holding and using your personal data. The Club Officers are satisfied that it is in the legitimate interests of the Club to maintain this data, that it is necessary and proportionate to do so and that the purposes for which the data is used cannot be achieved in any other, less intrusive, way.

**How we collect your data**

We do this when you fill out a club membership application form each year and return this to the Club Secretary or Junior Section Secretary. We treat your personal data with utmost care and take appropriate steps to protect it.

**What we keep and what we do with it**

The Club stores and uses your contact details as provided by you either directly to ourselves or via BE head office. Those details are your name, date of birth, address (and alternative address if provided); telephone number, email address and membership of other badminton clubs that would affect eligibility to represent the Club in matches. We also have a record of your BE membership number and date you joined the Club.

Policy implementation date: 25th May 2018 Review date: AGM 2019

We keep a record of those playing matches on behalf of the Club, and this is shared with the respective leagues or competition.

Children (anyone under the age of 18)

All data on junior members is strictly collected through consent via parents or guardians, and never from children directly.

We use the information to keep you informed about Club activities, Suffolk Badminton activities and other things that may be of interest to you, for example to send you newsletters, invitations to social activities, and reminders to renew your membership.

The information is held electronically on personal computers and in paper form as required. Every effort is made to ensure that your data is secure. Club member data is held by the Secretary and Treasurerand Affiliation Officer. Individual members’ details are made available to and held by other committee members such as the Secretary, Selection Committee and Team Captain for those who have signed up to play matches. Coaches hold the contact and personal details of all those in their Junior Section group.

**Who we share it with**

1. We do not and will not share your information with anyone outside of the Club except for the staff of BE [www.badmintonengland.co.uk/membership](file:///C:\Users\hughes\Documents\BADMINTON\www.badmintonengland.co.uk\membership). A full membership list with all contact details has to be provided annually to the office of BE to assist with Affiliation and Public Liability Insurance.

2. Club members who play at Adult Club are entered on a list showing their name and telephone number which is circulated by the Secretary to all other members to assist with sharing lifts, contacting their team captain etc.

**How long we keep it**

We keep your information for the duration of your membership of the Club unless you tell us that you do not wish to re-join. If you inform us that you are cancelling your membership all your data will be deleted from the active electronic record as soon as possible.

Your rights under the GDPR (Subject Access Requests)

You have the right to:

• Be informed about the collection and use of your personal data

• Access the data held (a copy of your data will be provided on request)

• Have any inaccuracies in your data corrected

• Request your details be deleted from our records

• Request that the use of your personal data is restricted

You have the right to object to the use of your personal data at any time.

If you wish to exercise any of the rights outlined above please contact the Data Controller – John Dakin, [jsdakin@sky.com](mailto:jsdakin@sky.com) 01379 871870for Stowmarket Badminton Club, or Mary Hughes, Club Secretary at 01359 240 811 or [maryhughes181@btinternet.com](mailto:maryhughes181@btinternet.com).