

Dear Members (and Visitors)

PRIVACY NOTICE

This privacy notice sets out the data processing practices of Bridgnorth Badminton Club.

- ❖ *How to contact the Club about our use of your personal data* – If you have any requests about your personal data or queries with regard to how we handle your data you can do this via the Club Secretary or the Club Chair.
- ❖ *Why the Club processes personal data and the legal basis for it* – The Club processes personal data for the sole purpose of Club membership and Badminton England affiliation to members under the lawful basis of consent and contractual or legitimate interest. We simply need to process members' personal data in order to administer badminton club membership and to put in place playing insurance cover via Badminton England.
- ❖ *How the Club uses data for marketing purposes* - The Club itself does not use personal data for marketing purposes.
- ❖ *Recipients of personal data for processing on the Club's behalf* – The Club sends your personal data to Badminton England for membership and insurance purposes and to no one else. However, Badminton England may use your personal data more widely than the Club does. Its own Privacy Policy can be found at www.badmintonengland.org.uk. Please refer to their privacy policy to see how they use your personal data and your rights.
- ❖ *Retention period for personal data* – Whilst your Club membership is active, the Club maintains full contact and activity records. After your membership has ceased, your record is flagged as inactive and your contact details omitted from routine Club communications. When a membership record has been inactive for 12 months, the majority of the data that the Club holds will be deleted. A minimum core record of your historic membership is then maintained on the register of members in perpetuity. The minimum core record is your Badminton England membership number, your name and the date of entry and exit of your membership.
- ❖ *Compliance with a legal obligation* - We may be required in some cases by law to disclose personal details without your consent e.g. on a request from the police in the event of a serious accident.
- ❖ *Data subject's rights* - You have the following rights in respect of your personal data:
 - The right to be **informed** about the collection and use of your personal data
 - The right to know whether we are **processing your personal data** and to **access** a copy of it
 - The right to have any incorrect **personal data rectified** or completed if incomplete
 - The right to ask us to **erase** your personal data where there is no valid reason for us to keep it

- The right to ask us to **restrict processing** of your data
- The right to **move, copy or transfer** your personal data
- The right to **object** to the processing of your personal data unless we have a legitimate interest to do so
- Rights in relation to **automated decision making** (including profiling)
- The right to object to certain purposes for processing, in particular, to data processed for **direct marketing** purposes
- The right to **complain** to the Information Commissioner's Office at <https://ico.org.uk>

- ❖ **Cookies** – We do not collect information by using cookies on the bnbc.org.uk website.
- ❖ **Third party websites** – The Club's website may contain links to other websites that are outside our control and are not covered by this Privacy Notice. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy which may differ from ours.
- ❖ **The security of the personal data that the Club processes** – Your personal data is held on your annual membership forms in hard copy and some, but not all personal data, is incorporated into an Excel spreadsheet to manage the Club's finances.