

WYVERN BADMINTON CLUB PRIVACY NOTICE

1. Introduction

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we will store and handle that data, and keep it safe.

There is a lot of information here but we want you to be fully informed about your rights, and how Wyvern Badminton Club uses your data. For example, we will explain how we combine data across Wyvern Badminton Club to build a single view of you.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It is likely that we will need to update this Privacy Notice from time to time. You are welcome to check our website whenever you wish.

For ease throughout this Notice, 'we', 'the club' and 'us' means Wyvern Badminton Club.

2. What is Wyvern Badminton Club?

We are a not for profit badminton club that provides members with opportunities to play competitive badminton in the North Somerset Badminton League (NSBL) and Bristol Badminton League (BBL) and non-competitive badminton in sessions organised by the club. We also promote participation in badminton and related activities to members and non-members alike. We are affiliated to Badminton England and Avon Badminton Association.

3. Explaining the legal bases we rely on

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including:

Consent

In specific situations, we can collect and process your data with your consent.

For example, if you tick a box to receive direct communications, email newsletters, or allow other members to see your information to support participation in activities.

Legal compliance

If the law requires us to, we may need to collect and process your data.

For example, we can pass on details of people involved in fraud or other criminal activity affecting Wyvern Badminton Club to law enforcement.

Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in running and promoting badminton in England and which does not materially impact your rights, freedom or interests.

For example, we will use your data to send you information relating to your membership of Wyvern Badminton Club and to register you with Badminton England and Avon Badminton Association.

4. When do we collect your personal data?

- When you become one of our members
- When you contact us by any means with queries, complaints etc.

5. What sort of personal data do we collect?

- Your name, gender, date of birth, address, email and telephone number, ethnicity information (if supplied).

- Personal details which help us to provide you with the ability to play at and compete on behalf of Wyvern Badminton Club.
- Your social media username, if you interact with us through those channels, to help us respond to your comments, questions or feedback.

6. How and why do we use your personal data?

We need to use your personal data if you are one of our members, in order to fulfil our obligations to you and provide you with our services and/or products.

The data privacy law allows this as part of our legitimate interest in understanding our members and providing the highest levels of service.

Of course, if you wish to change how we use your data, you will find details in the 'What are my rights?' section below.

Remember, if you choose not to share your personal data with us, or refuse certain contact permissions, we might not be able to provide some services you've asked for.

7. How we protect your personal data

We know how much data security matters to all our members and customers. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

9. How long will we keep your personal data?

Whenever we collect or process your personal data, we will only keep it for as long as is necessary for the purpose for which it was collected.

At the end of this period, your data will either be deleted completely or put beyond use.

10. Who do we share your personal data with?

We share your personal data with Badminton England, Avon County Badminton Association, North Somerset Badminton League and Bristol Badminton League.

Here is the policy we apply to those organisations to keep your data safe and protect your privacy:

- We provide only the information they need to perform their specific services.
- They may only use your data for the exact purposes we specify with them.
- We work closely with them to ensure that your privacy is respected and protected at all times.
- If we stop using their services, any of your data held by them will either be deleted or rendered anonymous.

Examples of the kind of third parties we work with are:

- County Badminton Associations,
- North Somerset Badminton League,
- Bristol Badminton League
- and Badminton England for registration and insurance purposes

11. What are your rights over your personal data?

You have the right to request:

- Access to the personal data we hold about you, free of charge (unless charges apply to us in fulfilling your request)
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop using your personal data for direct marketing (either through specific channels, or all channels).

- That we stop any consent-based processing of your personal data after you withdraw that consent.
- That you be "forgotten" or have your data erased, in certain situations.
- To have your data ported (that is, transmitted) directly to another organisation

You can contact us to request to exercise these rights at any time as follows:

To ask for your information please contact Wyvern Badminton Club, or email WyvernBC@Gmail.com

To ask for your information to be amended please update your online profile. If we choose not to action your request we will explain to you the reasons for our refusal.

12. Your right to withdraw consent

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

13. Where we rely on our legitimate interest

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation.

We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

14. Direct marketing

You have the right to stop the use of your personal data for direct marketing activity through all channels, or selected channels. We must always comply with your request.

15. How can you stop the use of your personal data for direct marketing?

Contact Wyvern Badminton Club, or email WyvernBC@Gmail.com

Please note that you may continue to receive communications for a short period after changing your preferences while our systems are fully updated.

16. Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling **0303 123 1113**.

Or go online to www.ico.org.uk/concerns (opens in a new window; please note we can't be responsible for the content of external websites)

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

17. Any Questions?

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact our Data Protection Officer who will be pleased to help you:

- Email us on WyvernBC@Gmail.com
- Or write to us at:

Data Protection Officer, Wyvern Badminton Club, [Address of your Organisation].