# SCOTSTOUN BADMINTON CLUB - DATA PRIVACY POLICY

**About this Data Privacy Policy**

This policy explains when and why the club collects personal information about our members, volunteers and coaches, how we use it and how we keep it secure and your rights in relation to it.

We collect, use and store your personal data as described in this Data Privacy Policy.

While the club reserves the right to amend this Data Privacy Policy from time to time we will not do that without prior notice using our usual communications methods, mailshot, website and facebook. Any amendments, of course, will not be made retrospectively.

To the best of our knowledge we will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, the club will be the “controller” of all personal data we hold about you and your children.

**Who are we?**

We are Scotstoun Badminton Club. We can be contacted via our website at <http://www.scotstoun-badminton.btck.co.uk/> and at the club any club night.

**What information we collect and why?**

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| --- | --- | --- | --- | --- | --- |
| **WHAT** | **SOURCE** | **SHARED WITH / PROCESSED BY** | **HOW USED** | **DURATION KEPT** | **HOW DELETED** |
| Name, address, sex, parent/carer contact details, emergency contact details, DOB, medical conditions | Junior members (players) | Name, sex, date of birth and contact email of juniors shared with Badminton Scotland; full details shared with head coach and child protection lead. | Affiliation info for Badminton Scotland; pastoral information for head coach.  On any club night there will always be one adult who has emergency and medical details available | As long as members are affiliated to club. Deleted after one year of non-affiliation. | Electronically deleted. Paper copies are shredded after one year of non-affiliation. |
| Parent, Carer, Coach or Friend & in some cases junior player Email Address | Parent, Carer, Coach, Friend or junior player | Mailchimp | Supporting the delivery of newsletters. | Indefinite | Can be electronically unsubscribed via Mailchimp. |
| School attended, Badminton Scotland Player ID, Ethnicity | Junior members (players) | N/A | School and Player ID used to aid competition recommendations/entries.  Ethnicity required to support grant applications and support inclusiveness objectives. | As long as they are affiliated to club. Deleted after one year of non-affiliation | Electronically deleted. Paper copies are shredded. (Ethnicity only held on paper) |
| Name and record of attendance | Junior members (players) | Committee members if required. | To mana attendance numbers. Some selection (e.g free t-shirts) criteria states that junior players require a minimum attendance. | Indefinite | Electronically deleted. |
| Contact Information | Junior members and parent/carers | Badminton Scotland | To carry out surveys | For the duration of the survey | Electronically deleted |
| Photos of players | Event organisation team (committee/volunteers) | Club website; social media; | Results and news items; archived for posterity. We never use junior members full names on social media. | Indefinite, or upon request | Electronically deleted. |

**How we protect your personal data**

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data that might expose you to serious risk.

**Who else has access to the information you provide us?**

We will never sell your personal data. We will not share your personal data with any third parties except where we are required to do so by law or as set out in the table above.

**How long do we keep your information?**

We will hold your personal data on our systems for as long as you are a member of the club and for as long afterwards as it is in the Clubs’ legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data.

We securely destroy any financial information once we have used it and no longer need it.

Your rights

You have rights under the GDPR:

• to access your personal data

• to be provided with information about how your personal data is processed

• to have your personal data corrected

• to have your personal data erased in certain circumstances

• to object to or restrict how your personal data is processed

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

https://ico.org.uk/concerns/

0303 123 1115.

Information Commissioner's Office – Scotland

45 Melville Street

Edinburgh

EH3 7HL

For more details, please address any questions, comments and requests regarding our data processing practices to our Secretary who be contacted via our website at <http://www.scotstoun-badminton.btck.co.uk/> and at the club any club night.