**Hatherley 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 Hatherley Badminton Club uses your data

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

For ease throughout this Notice, ‘we’ and ‘us means Hatherley Badminton Club

**2. What is** Hatherley Badminton Club

We are a private members badminton club with no employees and run by members of the club on a voluntary basis. We are affiliated with Badminton England and provide them with details of our members as part of this link.

**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:

**Performance of a contract**

If you are a member with us, we have to collect and process your data in order to register you with Badminton England and Badminton Gloucestershire.

**Consent**

In specific situations, we will collect and process your data with your consent, e.g. to communicate and arrange club events

**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* Hatherley 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 Gloucestershire and which does not materially impact your rights, freedom or interests.

**4. When do we collect your personal data?**

* When you become one of our members
* When you enter a tournament
* When you contact us by any means with queries, complaints etc.
* When you choose to complete any surveys we send you
* When you’ve given a third party permission to share with us the information they hold about you

**5. What sort of personal data do we collect?**

* Your name, gender, email and telephone number.
* We also collect the information needed to register you with Badminton England. (Currently this includes your address and date of birth.) Once registered on the Badminton England website, the club deletes its copy of this data.
* Details of the Badminton England Data policies can be found on their website.
* 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 customers and providing the highest levels of service.

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.

**8. How we protect your personal data**

We know how much data security matters to all our members. 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. This means while you are a member of the club and for one year after your membership has lapsed.

**10. Who do we share your personal data with?**

We only share your personal data with Badminton England and Badminton Gloucestershire.

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.

**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 the Club Secretary. 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.

**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 the club committee.