

Braintree & District Badminton League

Privacy Notice for all Clubs

Braintree & District Badminton League (the 'league') take the protection of data we hold about your Club or you as a member of your Club seriously and are committed to respecting your privacy.

References to 'we', 'our' or 'us' in this notice refer to the League and its elected Committee. References to 'tournaments' are tournament events organised by the League. References to the League website are to www.badmintonbraintree.org.uk

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so but our League secretary and Chairperson have overall responsibility for data protection. Contact details are set out at the end of this notice.

The privacy notice is for the benefit of all Clubs and their members, both Junior and Senior. Data generated for badminton activities such as names versus score for matches and tournaments are collected from source e.g. a scorecard. As we may also collect data from junior members in relation to badminton activities such as tournaments we ask each parent/guardian to read this privacy notice with respect to their child and to understand and explain to their child (if necessary) how the League uses their personal data and their child's rights in respect of such data.

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| Name of data controller | Braintree & District Badminton League |
| Categories of personal data we collect | <p>We collect, and store data related to Badminton Clubs entered into the League, this will contain some personal data from you or your parent/guardian. This includes;</p> <ul style="list-style-type: none">• Club name and venue information.• Contact details in the form of name, address, telephone and/or email contact details for officers of your club. <p>We collect and store personal data from you or your parent/guardian when you play in matches and tournaments organised by the League and when your parent/guardian updates your details. This includes;</p> <ul style="list-style-type: none">• Your name.• Your gender.• Declaration of age for age restricted tournament events e.g. age 40 or over by 31st October in that year.• Your contact details (including home address, email address and telephone numbers).• The Club you are a member of• Photography consent form (if completed by you). <p>We also collect data that is generated as a result of your involvement with the League;</p> <ul style="list-style-type: none">• Matches where score sheets record your name and match results.• League Tables and individual performance data such as % games won. |

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| | <ul style="list-style-type: none"> • Your Clubs payment history in relation to annual affiliation and team entry in the League (we do not collect bank data). • Your personal payment history in relation to League Tournament entries (we do not collect bank data). • Photos taken during tournaments you have given your consent. <p>For those Committee members or other nominated individuals who perform a particular role for the League and/or who work with or have responsibility for children we may also collect;</p> <ul style="list-style-type: none"> • Information provided by you and information and certificate from the Disclosure and Barring Service ('DBS') in respect of any DBS check. • Details of first aid and qualifications and certificates. • Safeguarding certificates and qualifications • Other documentation which is required or recommended in connection with the relevant role. • Coaching certificates, references and CV's (if applicable). |
| Our Sources of the Personal Data | <p>We obtain data from;</p> <ul style="list-style-type: none"> • League match score cards. • You or your parent/guardian when you enter tournaments. • Information you or your parent/guardian enter on any entry forms. • Other communications between you or your parent/guardian and the League. • If required for certain role holders within the League, information from the DBS and Badminton England on the status of any DBS check relating to you. |
| Automated Decisions we may take | None |
| Purposes for which we process personal data | <p>The League will process personal data for the following purposes;</p> <p>To fulfil our League and Tournament obligations to you which shall include;</p> <ul style="list-style-type: none"> • Circulating and obtaining Club contact details and League entry forms and accompanying documents for processing and recording payments. • Circulating and obtaining contact details and Tournament entry forms and accompanying documents for processing and recording payments. • Communicating with you or your Club or your parent/guardian about League business or Tournaments. • Notifying your Club of the League Constitution and rules, Tournament rules |

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| | <p>and how we handle your information.</p> <p>To enable the League to operate as a badminton league and tournament organiser, providing badminton and any social events for its members and to build and deliver a programme that encourages participation in badminton, which shall include;</p> <ul style="list-style-type: none"> • Notifying your Club about League Meetings. • Corresponding with your Club in respect of match results (including score sheets and match reports). • Collecting match scoring information and proving this information to compile League Tables either via paper/electronically or by posting on the league website. Individual performance data is collected and presented at the AGM, a summary of this information is published to the League Website within the AGM minutes. • Providing information to Badminton England should it be necessary. • Providing information for media reports about match, Tournament or individual performances in relation to the League. • Provide any information to any League Disciplinary procedure. • Record any incidents or accidents or issues that may occur at Specific Tournament dates/venues organised by the League e.g. Semi Finals and Finals nights. <p>The following other purposes;</p> <ul style="list-style-type: none"> • Where you, your Club or your parent/guardian have provided us with medical or disability information or any information about an impairment and have provided consent for us to use this information, we shall use it to ensure that the League is fully aware of your condition and to ensure we support you appropriately. • To maintain records such accident records and accounting records. • To assist medical specialists in the event of a medical issue arising. • To notify Social Services or any other relevant body in the event of a child protection issue (actual or suspected) occurring. • To respond to requests by government or law enforcement or similar authorities conducting an investigation or to otherwise comply with the club's legal obligations. • To conduct DBS checks for those members who are performing roles which require it. • Such other purposes for which you or your parent/guardian provide your consent. |
| Who will we disclose your Club or personal data to | We will disclose Club/your personal data to the |

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| | <p>following persons for the purposes identified above;</p> <ul style="list-style-type: none"> • Club contact details (but not personal details such as addresses) will be provided to all other Clubs within the League and will be published on the League Website. • The League Tournament Committee for use in organising an event. • For Tournament competitions in which you participate where it is necessary for people to contact you to arrange a fixture. • Media outlets, but only to the extent of reporting a League match or Tournament information/results. • Government authorities and/or law enforcement or similar officials where required. • Medical professionals in respect of any medical data that you have given your consent to use. |
| <p>Legal basis for processing your personal data</p> | <p>The legal basis for collecting and processing your personal data is;</p> <ul style="list-style-type: none"> • For League purposes; that it is necessary to fulfil the purposes of the League. • For League Tournament purposes where it is necessary to fulfil the purpose of the Tournament. • For League or Tournament purposes for the legitimate interest in providing a participation programme for badminton. • For dealing with data you or your parent/guardian have provided about your medical needs or details of any disability or impairment. • For any matters where we have obtained your consent. <p>In addition, if we are required to;</p> <ul style="list-style-type: none"> • Maintain records such as accident books, health and safety records and accounting records to meet any legal requirements. • Notify Social Services or any other relevant body in the event of a child protection issue (actual or suspected) occurring. • Respond to requests by government or law enforcement or similar authorities conducting an investigation or to otherwise comply with the club's legal obligations. • Conduct DBS checks for those members who are performing roles which require it. |
| <p>Location of data</p> | <p>The League will keep the data within a secure paper system or non-internet based electronic records. Information is published to the League Website as detailed above.</p> |
| <p>Your right to withdraw consent</p> | <p>Where we rely on your personal parent/guardian consent for the processing of your personal data, you</p> |

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| | <p>have the right to withdraw that consent at any time. If you do it will not affect the lawfulness of any processing for which we had consent prior to withdrawing it.</p> |
| How long will we keep your personal data for | <p>We shall retain your Club data for as long as it is a member of the League.</p> <p>We will not retain your personal; data for longer than it is reasonable and necessary for the purposes which it was collected.</p> <p>We will retain information in accordance with any statutory, legal or other legitimate requirement. Records of your involvement in a particular match (including scorecards or averages/% in match or league or tournament reports) may be held indefinitely by us.</p> |
| Your rights in respect of your data | <p>You have the right of access to your Club and personal data and, in some cases, to require us to restrict it, erase or rectify it or to object to us processing it and the right of data portability. If you require more information about your rights or questions about your rights, information may be found at;</p> <p>https://ico.org.uk</p> <p>To exercise any rights please contact an officer of the Club (see details below).</p> |
| Our contact details | <p>Secretary@badmintonbraintree.org.uk Chairman@badmintonbraintree.org.uk</p> <p>www.badmintonbraintree.org.uk</p> |
| Complaints | <p>If you have any concerns about the way we handle your data, please do not hesitate to get in touch. You can also contact the Commissioner's Office.</p> |
| Changes to this Privacy Notice | <p>We may update this notice from time to time. When we update this Privacy notice we will update the version date at the bottom of this notice. For significant changes to this Privacy Notice we will try and give you reasonable notice unless prevented from doing so.</p> |