

# Gosford Hill Badminton Club Privacy Statement

## About this document

Gosford Hill Badminton Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Gosford Hill Badminton Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

We have developed this privacy statement to provide details on the data we collect, and how that data may be stored, processed and shared for the purposes of administering the club. You may request a paper copy of this document at any time.

Under the terms of the GDPR, the club is not required to appoint a Data Protection Officer. However, many of the tasks relating to data protection are to be undertaken by the club secretary.

## What information do we collect?

During registration, we collect personal information including your name, address, date of birth, nationality, Badminton England Membership Number, your home and mobile phone numbers, and your email address. Visitors to the club will be asked for a name and contact details (an email address or phone number).

For junior members, our membership process requires your name, address, and the name of your school. We ask that you inform us of any relevant medical information which could be important in the event of an accident or emergency. We also ask for the name, address, email address, and phone numbers for a parent or guardian. When the club is oversubscribed we also maintain a waiting list, for which we require your name, and an email address (or phone number) for a parent or guardian.

## How do we use your information?

The information you provide will be used solely for the administration of your membership and providing the membership services you are signing up to when you register with the club. This will include contacting you with information about matches and club nights and offering you the chance to re-register at the start of the next season.

## Who will be able to access this information?

Registration information will be available to those in the committee responsible for your registration with Badminton England. For those eligible to play in league matches, your name and contact details will be made available to team captains responsible for organising team selection, and to those members of the committee responsible for organising official social events.

For juniors, any information provided about relevant medical conditions will be available for the coaches to consult in the event of an accident or emergency.

### Will my information be shared?

When you become a member of the club, we will automatically (re-)register you as a member of Badminton England. We will provide Badminton England with your name, address, date of birth, nationality, Badminton England Membership Number, and your email address. If you require more information about the continuing privacy of your personal data when it is shared with Badminton England, please visit

[www.badmintonengland.co.uk/our-commitment-to-your-privacy/](http://www.badmintonengland.co.uk/our-commitment-to-your-privacy/)

Members registered to play for teams will have their names shared with the Oxfordshire Badminton League. The league will also receive the names of anyone playing for a team throughout the season.

We do not share information held for the purposes of administering the club with any other third parties.

### How can I view the information stored about me?

You may contact the club secretary ([secretary@gosfordhillbadmintonclub.org.uk](mailto:secretary@gosfordhillbadmintonclub.org.uk)) at any time to view your personal information stored by the club. The club will endeavour to respond as soon as possible, and are required to respond within 1 month by law. There will be no charge for such information requests.

### How can I keep you updated?

It is important that we hold an up-to-date record of your contact details. Therefore, we ask that you notify us of any relevant changes to the personal details you have provided. To do so, please contact the club secretary.

### How long will my information be stored?

The club will store your personal information for 18 months after it has been provided or updated. This is to allow us to contact you regarding membership or match play in the season following your membership. If you wish the club to delete your personal information immediately after your membership expires, you may do so on request to the club secretary.

### What if I have questions?

If you have any further questions about the data that we hold or the way in which it is stored and processed, you may contact the club secretary ([secretary@gosfordhillbadmintonclub.org.uk](mailto:secretary@gosfordhillbadmintonclub.org.uk)).