

AVON BADMINTON ASSOCIATION (ABA) AND AVON JUNIOR COUNTY BADMINTON (AJCB): PRIVACY POLICY

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Avon Badminton Association.

About this document

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a affiliate of ABA and/or AJCB. It takes effect from September 1st 2019.

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you when you, fill in a tournament application form, make enquiries on our website, interact with us during your time as an affiliate in various other ways (for example, where you sign up for a course or lessons or a social event);
- From someone else who has applied for tournament entry or made an enquiry on your behalf (for example a family member or your badminton coach who has provided us with your contact details for that purpose);
- From Badminton England (BE) (for example, where BE passes on your details to us in connection with a complaint or query you have raised about the association).

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Age / date of birth;
- Certain other information which you volunteer when making use of your membership benefits.
- Where you wish us to have this, emergency contact details.

For junior affiliates, we may also collect data about health or medical conditions, where this is volunteered, for example so that we can cater for when they play, attend a social event or course/camp.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your county/BE membership, including, informing you about court / facilities opening hours;
- Payment of membership, tournament or other fees;

- Fulfilment of orders for goods and services

Where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you:

- Communication about ABA and/or AJCB activities that we think may be of interest to you;
- Communication about the management of ABA and/or AJCB;
- Research and statistical analysis about who is playing badminton within;
- Storing your details on the software platform we use for our member database, our communications system and our tournament organisation systems. Please note that your own use of these systems is subject to the Terms and Conditions and Privacy Policy published by the supplier.

Where this is necessary for our legitimate interests (for example in raising funds, promoting a sense of Avon community, and increasing participation in the game generally):

- Communication of social events or news that we think will be of interest to affiliates and of benefit to the ABA and/or AJCB;
- Seeking feedback from you on the operation of ABA and/or AJCB;
- Promoting our club and occasionally promoting goods and services of relevant third parties (for example, clothing / equipment suppliers, operators of coaching courses, and organisers of badminton events) where we think this will be of interest to you;

Where this is necessary for our legitimate interests (or the legitimate interests of a relevant third party), and/or where we have your consent, as applicable:

- Facilitating communication between members as part of a tournament;
- Facilitating the operation of local club badminton leagues.

Your marketing preferences

As a not-for-profit club run by unpaid volunteers, we ask our affiliates to accept email as the cost-effective and timely way of communicating with members. We do not deliver the communications described above by post, phone or text message. Through providing an email address, affiliates agree to receive our email communications.

Where you have signed up for an event or activity, use of telephone or text communications may, on occasions, be needed if, for example, participation levels or weather conditions necessitate providing or receiving information at short notice.

You can let us know any concerns you have about our communications and/or discuss your marketing preferences. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a affiliate of our ABA and/or AJCB. Examples of these essential service communications are:

- Notices of formal meetings
- Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).

You can discuss our communications with us and/or update your contact details by contacting us at:

- Email: avonbadders@gmail.com

Sharing your information with others

Within ABA and AJCB, certain of our committee members hold contact and membership details for the purposes of administering your BE and county membership, giving you access to the membership benefits to which you are entitled and to ensure the effective running of ABA and/or AJCB. We keep this information secure and do not store it on the ABA website.

Our system based general emails are sent as blind copies so that our mailing list is not made available to other recipients.

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our coaches
- Our suppliers of membership management services, e.g. badmintonengland.azolve.com and Mailchimp
- Where applicable, e.g. to facilitate the arrangement of matches, with local badminton leagues, e.g. Bristol League, North Somerset League, South Gloucestershire League, Singles League and Junior leagues.
- Where applicable, e.g. to complete purchases or event participation that you have requested, with other third parties and contractors, e.g. our supplier of County branded clothing.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid county affiliation and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation, which

makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our 4 processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact our data administrator:

- by email: avonbadders@gmail.com

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.

Avon Badminton Association
August 2019