

Data Protection Policy

Wallsend Bewicke Badminton Club is committed to protecting members' privacy. This document explains how your personal data is stored and used.

Wallsend Bewicke Badminton Club (WBBC) Data Protection Policy

We encourage you to read this notice in full. However to summarise;

1. We will always use your data within the law
2. We will never sell your data
3. We will not send marketing communications without permission

Data Acquisition

All personal data held by WBBC will only be used to allow WBBC to perform its role as a badminton club and to deal with the obligations to the Northumberland Badminton Association (NBA) in connection with its membership affiliations, obligations to you and, in some limited cases, potentially to further NBA's legitimate interests and/or to send badminton-related marketing communications where NBA has permission.

Under no circumstances will WBBC or NBA sell members' personal data. Neither WBBC nor the NBA will share your information with third parties unless required to fulfil our obligations to you.

WBBC and the NBA will provide personal data to the authorities if/as required by law.

All WBBC and NBA Committee members and volunteers are bound by this policy.

Membership Data

WBBC and the NBA holds and/or processes the following information:

- Name
- Email Address
- Phone Numbers
- Birth date - used to select age group teams
- Gender - also used in team selection
- Home Address
- School
- BE Membership Number
- BE Membership Type (e.g. Play/Compete, Junior/Senior, Direct/Club, HVO)
- BE (and County) Affiliation expiry date
- Primary and Secondary Club Membership and Role (where applicable e.g. member or 'Membership Secretary')

The Membership Information is required to service your membership (affiliation) and is available to WBBC, NBA's officers and, where required, team captains, managers and coaches acting on behalf of WBBC and the NBA.

Coach Data

If you are registered as a badminton coach or act in a Management capacity for junior teams, NBA will also hold and/or process the following additional information;

- Qualification name and level (e.g. Level 1), data achieved, end date
- Details of Safeguarding certificates and First Aid qualifications, together with their start and end dates.

Tournament Records

You are advised that WBBC and the NBA holds and/or processes the following information on players who participate in tournaments ("Tournament Participants") operated by or on behalf of NBA:

- Name
- Email Address
- Phone Numbers
- Birth date - used to check eligibility for age limited events
- Gender - used to check eligibility
- Home Address
- BE Membership Number
- County Representing
- Medical Conditions - if provided on entry
- Tournament Results

County League Records

WBBC and the NBA holds and processes the following information on players who participate in the Northumberland County League:

- Name of player and their Registered Team (e.g. "ABC Club Mixed 1") and date of registration (this is needed to check player eligibility per league rules)
- Match results (these are posted publicly along with the names of the players who competed in the match)

Contacts for Juniors

Where email addresses are held for juniors it is the NBA policy that, unless specific consent has been given from the parent/guardian of a child, it is the email address of the parent/guardian that is held on the database not the email address of the child and all relevant communications e.g. information about squads, match selections will go to that e-mail.

Financial Information

WBBC does not hold any financial information on any of its members

NBA Information

WBBC and NBA keep records of its own proceedings, for example minutes of committee meetings and AGMs which may include personal data including names of attending committee members. NBA archives this data for historical research purposes. NBA may selectively retain a small amount of other personal information for historical archive purposes; for example names of tournament winners (including as engraved on trophies).

Newsletters / Marketing Communications / Press Reports

WBBC and the NBA do not currently issue newsletters or marketing communications. However in the future one, other or both may seek consent on an opt-in basis for badminton-related communications. WBBC and the NBA do have a Facebook page. The NBA also has a Graded Tournament Facebook page used to advertise events; access to this information is on an opt-in basis.

NBA does publish reports of matches or tournaments regularly in the "Grassroots" section of the Evening Chronicle as well as on its own website and Facebook pages. Parents of juniors will be asked to sign a form, normally at the beginning of the season, in order to consent to photos being taken and juniors being named in reports for this purpose.

It is also the policy of WBBC and the NBA that photos of juniors from other teams should not be taken and named in reports without the consent of the team manager from that team.

Special Categories of Data

WBBC as a member of the NBA does not normally hold 'special categories' of personal data such as information related to racial or ethnic origin, political opinions, religious beliefs. In cases where this does occur, WBBC and the NBA will take extra care to ensure privacy rights are protected and will not disclose your data without consent. NBA does not hold data related to criminal convictions or offences.

WBBC as a member of the NBA may hold limited health-related data that members, players or parents share with us in order to assess fitness to play or injury risk and for health and safety assessments. This data can include information about injuries, underlying health conditions, or other information (e.g. asthma and allergies). WBBC as does the NBA recognises the need to take extra care with this sensitive data.

Data Retention

WBBC retains Membership Information, Coach Information, Tournament Information, and County League Information on a member/player whilst membership is current.

Information about club officials may be kept for the following membership period to allow a grace period for renewals. In exceptional circumstances (for example to resolve a complaint or investigation), WBBC may hold limited subsets of personal data for longer periods. Published data on league and tournament results is not subject to deletion.

Your Rights

In accordance with Data Protection law you are entitled to ask to see your personal data and to have it corrected if it is wrong. Please contact the Wallsend Bewicke Club Secretary Ryan Binks at ryan.binks@btinternet.com with any such requests. Please note in respect of Membership Information, Coach Information and Tournament Information, the data is maintained by Badminton England's systems.

You have the right to complain to the Information Commissioner's Office about the way your data is handled.

- <https://ico.org.uk/make-a-complaint/>