**SUSSEX COUNTY BADMINTON ASSOCIATION PRIVACY NOTICE**

‘Personal Data’ is any information about a living person which allows them to be identified from that data (e.g. name, photographs, postal address, email address). Identification may be made by the information alone or in conjunction with other information. The processing of personal data is governed by various ‘data protection’ and ‘general data protection regulation’ laws.

The following information describes how Sussex County Badminton treats your personal data.

**1. Key messages**

**We will always use your personal data within the law**

**We will never sell your data**

**All our committee members and volunteers are bound by this privacy notice which provides further detail on our use of your personal data**

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

* When you affiliate to Badminton England as a Sussex person
* When you enter a tournament
* When you contact us by any means with queries, complaints etc.

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

* Your name, gender, date of birth, home address (where provided), email address(es) and telephone number(s).
* Your BE Membership Number, BE Membership Type (eg Junior/Senior, Direct/Club etc), your affiliation expiry date, your membership role (eg member, Membership Secretary etc)
* For coaches, qualification name and level (eg Level 1), date achieved, end date; plus end dates of Safeguarding and First Aid Qualifications, and DBS check expiry date.
* Medical conditions (eg if provided on tournament entry forms)
* We do not normally hold “special categories” of personal data such as racial or ethnic origin, political opinions, religious beliefs etc.

**4. How and why do we use your personal data?**

We use your personal data to service your membership/affiliation. This includes, for those in club (and affiliated league and county) roles (eg club contact, Child Welfare Officer, Treasurer etc), displaying your contact data on our website and in our annual handbook. In collecting personal data re tournaments and affiliated league and cup competition play, we check that players are correctly registered/affiliated and are therefore eligible to participate, and publish player results.

We also use personal data to maintain lists of:

* Players participating in our tournaments, and in our various squads and county teams. This enables tournament organisers, team managers, team captains, selectors etc to contact players about participation in future tournaments and county play.
* Players participating in our leagues/cups, including clubs/teams played for, match results and league registration
* Current club officers
* Coaches, enabling us, for example, to supply coaches for clubs.
* People on county committees and sub-committees, including as recorded on our website and in the annual handbook.
* Minutes of committee meetings (and AGM) record those attending.

**5. 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. In order to prevent tampering, access to all contact details are password protected and only the owner of the contact details may make amendments.

**6. 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. At the end of this period, your data will be deleted.

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

We sometimes share your personal data with trusted third parties. This is normally confined to name and BE Membership Number, for example with other County Badminton Associations when naming team players ahead of a match, or with league organisers when nominating players for teams. We will not otherwise share unpublished personal data with trusted third parties without your specific consent.

**8. How is data managed in relation to Social Media**

Sussex County Badminton may also be active on social media (e.g. Facebook), the content of which may be accessed by anyone. The providers of social media platforms have their own privacy policies and the SCBA accepts no responsibility or liability for these policies. Please ensure that you are happy with these policies before submitting any personal data on social media pages.

**9. What are your rights over your personal data?**

You have the right to request:

* Access to the personal data we hold about you.
* The correction of your personal data when incorrect, out of date or incomplete (if unable to access this directly yourself via your online profile)
* That we stop any consent-based processing of your personal data after you withdraw that consent (which can be withdrawn at any time by you).
* That you be "forgotten" or have your data erased, in certain situations.
* Data Portability

You can contact us to request to exercise these rights at any time.

You have the right to complain to the Information Commissioner’s Office if you feel that your data has not been handled correctly, or you are unhappy with a response from us to a request from you. You can call them on 0303 123 1113 or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

If we wish to use your personal data for a new purpose which is not covered by this Privacy Notice, then we will provide you with a new statement explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.