

## Warwick Bears PRIVACY NOTICE (September 2019)

### 1. Introduction

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we will store and handle that data, and keep it safe.

There is a lot of information here but we want you to be fully informed about your rights, and how **Warwick Bears** uses your data. We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It is likely that we will need to update this Privacy Notice from time to time. You are welcome to check our website whenever you wish.

For ease throughout this Notice, 'we' and 'us' means **Warwick Bears**

### 2. What is Warwick Bears?

We are a local badminton club involved in promoting the game of badminton through club nights and matches. We are based in Warwick and play in the Leamington and Coventry leagues.

### 3. Explaining the legal bases we rely on

The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data, including:

#### Performance of a contract

If you are a member with us, we have to collect and process your data in order to perform our contract with you.

#### Legal compliance

If the law requires us to, we may need to collect and process your data.

*For example, we can pass on details of people involved in fraud or other criminal activity affecting **Warwick Bears** to law enforcement.*

#### Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in running and promoting badminton and which does not materially impact your rights, freedom or interests.

*For example, we will use your data to send you information relating to your membership of **Warwick Bears***

### 4. When do we collect your personal data?

- When you become one of our members

### 5. What sort of personal data do we collect?

- Your name, gender, date of birth, address, email and telephone number. Your preferences for team selection purposes

### 6. How and why do we use your personal data?

We need to use your personal data if you are one of our members in order to contact you and organise activities relating to your membership. We also need to provide team captains with contact information to allow them to organise matches.

Of course, if you wish to change how we use your data, you will find details in the 'What are my rights?' section below.

Remember, if you choose not to share your personal data with us, or refuse certain contact permissions, we might not be able to arrange your activities relating to the badminton club.

### 7. How we protect your personal data

We know how much data security matters to all our members and customers. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it. Your data will be held on an Excel spreadsheet which has been password protected and will not be passed on to any third parties.

## **8. 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 completely.

## **9. Who do we share your personal data with?**

We share your personal data with Badminton England only for membership and insurance purposes

Here is the policy we apply to those organisations to keep your data safe and protect your privacy:

- We provide only the information they need to perform their specific services.
- They may only use your data for the exact purposes we specify with them.
- We work closely with them to ensure that your privacy is respected and protected at all times.
- If we stop using their services, any of your data held by them will either be deleted or rendered anonymous.

## **10. What are your rights over your personal data?**

You have the right to request:

- Access to the personal data we hold about you, free of charge (unless charges apply to us in fulfilling your request)
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop using your personal data for direct marketing (either through specific channels, or all channels).
- That we stop any consent-based processing of your personal data after you withdraw that consent.
- That you be "forgotten" or have your data erased, in certain situations.
- To have your data ported (that is, transmitted) directly to another organisation

You can contact us to request to exercise these rights at any time as follows:

To ask for your information please contact The Data Protection Officer, Nick Culley by email ([curried2000@hotmail.com](mailto:curried2000@hotmail.com))

## **11. Your right to withdraw consent**

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

## **12. Contacting the Regulator**

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling **0303 123 1113**.

Or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) (opens in a new window; please note we can't be responsible for the content of external websites)

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

## **13. Any Questions?**

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact our Data Protection Officer who will be pleased to help you: