



## GLASGOW CHURCHES BADMINTON ASSOCIATION DATA PRIVACY POLICY

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, volunteers and coaches, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.glasgowchurchesbadminton.co.uk](http://www.glasgowchurchesbadminton.co.uk) regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (<http://www.ico.org.uk/>). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5 Members of the Association are defined as Club Secretaries, Match Secretaries & Registered players of Affiliated Clubs. Also, members of the Executive Committee are defined as Members.

### 2. Who are we?

We are **GLASGOW CHURCHES BADMINTON ASSOCIATION**. We can be contacted at 25 Beech Road, Lenzie, Glasgow G66 4HL, telephone 0141 775 1219 and email [jas.mcculloch@gmail.com](mailto:jas.mcculloch@gmail.com).

### 3. What information we collect and why.

| WHAT                                   | SOURCE          | SHARED WITH / PROCESSED BY   | HOW USED   | DURATION KEPT  | HOW DELETED                                    |
|--|-----------------|--|--|--|--|
| Name, sex, email address, phone number | Adult members.  | Glasgow Churches Badminton Association Executive Committee members | To communicate with members – share info, contact for matches, tournaments & advertise events. | As long as they are members of the Association. Deleted after two years of non-membership. | Electronically deleted. Paper copies shredded. |
| Name, sex, email address, phone number | Junior members. | Glasgow Churches Badminton Association Executive Committee members | To communicate with members – share info, contact for matches, tournaments & advertise events. | As long as they are members of the Association Deleted after two years of non-membership.  | Electronically deleted. Paper copies shredded. |

#### **4. How we protect your personal data**

4.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3 We will notify you promptly in the event of any breach of your personal data that might expose you to serious risk.

#### **5 Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.

5.2 We will not pass your personal data to any third parties.

5.3 We may also pass your personal data to Badminton Scotland for the purposes of carrying out surveys when it is in the legitimate interest of the Association and Badminton Scotland to do so. Badminton Scotland may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

#### **6 How long do we keep your information?**

6.1 We will hold your personal data on our systems for as long as you are a member of the Association and for two years afterwards. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data and delete it.

6.2 We securely destroy all financial information once we have used it and no longer need it.

#### **7 Your rights**

7.1 You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1115.

Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh  
EH3 7HL

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager at email [jas.mcculloch@gmail.com](mailto:jas.mcculloch@gmail.com)