

Essex County Badminton Association (ECBA) Data Protection Notice

ECBA is committed to protecting members privacy. This document explains how your personal data is stored and used.

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

1. We will never sell or use your data for commercial purposes.
2. We will not share your information with third parties unless required to fulfil our obligations to you.
3. All personal data held by ECBA will only be used to allow ECBA to perform on its membership and tournament obligations to you and, in some limited cases, potentially to further EBCA's legitimate interests and/or to send badminton-related communications to pursue our mission of promoting badminton in Essex.
4. ECBA will also provide personal data to the authorities if/as required by law.
5. All ECBA Committee members and volunteers are bound by this policy.

Affiliated Club, Coach and Player Membership Records ("Membership Information")

ECBA 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
- BE Membership Number
- BE Membership Type (eg 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 ECBA's officers and, where required, team captains, managers, coaches and other volunteers acting on behalf of the ECBA.

Coach Records ("Coach Information")

If you are registered as a badminton coach, ECBA will also hold and/or process the following additional information

- Qualification name and level (eg Level 1), data achieved, end date.
- End Dates of Safeguarding and First Aid qualifications, and DBS check expiry date.

Special Categories of Data

ECBA 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, ECBA will take extra care to ensure privacy rights are protected and will not disclose your data without consent. ECBA does not hold data related to criminal convictions or offences.

ECBA may hold limited health-related data that members 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). ECBA recognizes the need to take extra care with this sensitive data.

Tournament Records ("Tournament Information")

ECBA holds and/or processes the following information on players who participate in tournaments ("Tournament Participants") operated by or on behalf of ECBA:

- Name
- Email Address
- Phone Numbers
- Birth date - used to determine age group events
- Gender
- Home Address
- BE Membership Number
- County represented
- Medical conditions (provided by the players where appropriate)
- Name of player and associated tournament details including event entered
- Tournament results - where Badminton England Tournament Planner is used, these will be posted publicly along with the names of the players in each event, draws, seedings, and results
- Tournament results will be used by Badminton England for ranking and grading purposes when appropriate.

County League Records ("County League Information")

ECBA holds and processes the following information on players who participate in the Essex 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).

Financial/Bank Account Information ("Financial Information")

ECBA holds and processes the following financial information when ECBA receives or makes payments (including via Badminton England).

- Bank account details for those individuals to whom ECBA makes bank transfer payments (e.g. coaches) are held in the ECBA online bank account.
- Additional payment information depending on the method of payment (e.g. cheque details, or transaction details from Stripe/GoCardless as made available by the vendor).

ECBA's Own Proceedings ("ECBA Information")

ECBA keeps records of its own proceedings, for example minutes of committee meetings and AGMs which may include personal data including names of attending committee members. ECBA archives this data for historical research purposes. ECBA 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).

Newsletter/Marketing Communications

ECBA uses the 'legitimate interests' basis to undertake targeted badminton-related communications. For example, ECBA may email previous tournament entrants to advertise

upcoming tournaments and email coaches, club members and/or officers about badminton-related opportunities. In each case where the legitimate interests basis is used ECBA will balance its own interests against the individual's interests, rights, and freedoms.

Other

ECBA may process your personal data and provide it to 3rd parties in anonymised form to facilitate/promote badminton consistent with ECBA's objectives (for example, providing analysis of player numbers to Badminton England).

Where ECBA organizes social events including meals, ECBA may hold personal data on dietary preferences, allergies, or requirements. ECBA will only use this data for the purposes of organizing the specific event (or series of events) in question. ECBA may share the data with 3rd party event organizers (eg a restaurant). Where ECBA does share this information it will seek to do so on an anonymised basis.

ECBA will typically provide members with a reminder to renew their membership and may send further reminders once membership has elapsed.

Data Retention

ECBA retains Membership Information, Coach Information, Tournament Information, County League Information, and Financial Information 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), ECBA may hold limited subsets of personal data for longer periods. Published data on league and tournament results is not subject to deletion.

ECBA receives Membership Information and Coach Information in respect of Essex members and coaches from Badminton England's GoMembership system and its associated reports provided to the ECBA. ECBA enters and receives tournament information from Badminton England's Tournament System (<http://be.tournamentsoftware.com>).

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 data-protection@essexbadminton.co.uk 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.