



Data Protection & Privacy 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

1 QUICK LINKS

- Data Acquisition
 - Membership Data
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 - Contacts for juniors
 - Contacts For Other Counties
 - Financial Information
 - NBA Information
- Newsletters & Marketing Communications
- Special Categories of Data
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2 DATA ACQUISITION

All personal data held by NBA will only be used to allow NBA to perform on 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 NBA sell members' personal data. NBA won't share your information with third parties unless required to fulfil our obligations to you.

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

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

3 MEMBERSHIP DATA

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 NBA's officers and, where required, team captains, managers and coaches acting on behalf of the NBA.

4 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 (eg Level 1), data achieved, end date
- Details of Safeguarding certificates and First Aid qualifications, together with their start and end dates.

3 TOURNAMENT RECORDS

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

5 COUNTY LEAGUE RECORDS

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)

6 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 etc. will be through that email address.

7 CONTACTS FOR OTHER COUNTIES

NBA holds contact details for representatives in other counties e.g. match secretaries. This data is used primarily for arranging and confirming inter county match fixtures:

- Name
- Email Address
- Phone Numbers
- Home Address (sometimes)

8 FINANCIAL INFORMATION

NBA holds and processes the following financial information when NBA makes/ receives payments (including via Badminton England):

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

9 NBA INFORMATION

NBA 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. 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).

10 NEWSLETTERS / MARKETING / PRESS REPORTS



NBA does not currently issue newsletters or marketing communications. However in the future it may seek consent on an opt-in basis for badminton-related communications. NBA does have a Facebook page and 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 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.

11 SPECIAL CATEGORIES OF DATA

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, 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.

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). NBA recognizes the need to take extra care with this sensitive data.

12 DATA RETENTION

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

Accounts information which does contain some personal data is retained for 6 years as per accounting rules and HMRC requirements.

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



13 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 juliealisonbrown@gmail.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/>