



PRIVACY NOTICE

How we collect, use and protect members' personal information

Club	Gainsborough Badminton Club
Applies to	All adult members, visitors, volunteers and committee members
Effective from	August 2026
Review	Annually, or sooner if guidance or club arrangements change

PLAY. HAVE FUN. STAY ACTIVE. MEET PEOPLE.

1. Who we are

Gainsborough Badminton Club ("the Club", "we", "us") is an adults-only community badminton club. For the personal information we collect for club membership and administration, the Club acts as the data controller.

For privacy enquiries, members can contact:

James Chase
Email: jamesarm1981@gmail.com
Telephone: (07956) 084062

2. What information we collect

Depending on how you interact with the Club, we may collect:

- Identity and contact details, such as your name, date of birth, email address, telephone number, address or postcode.
- Membership and badminton information, such as your playing level, experience, attendance and membership status.
- Emergency contact details provided by you.
- Your photography and video preference.
- Records showing that you have accepted Club policies, rules and membership declarations.
- Communications you send to the Club and relevant records of enquiries, complaints or disciplinary matters.
- Payment or transaction records where membership fees, session fees or other Club charges apply.
- Safeguarding records where a concern is raised.
- Optional health, accessibility or support information that you choose to provide to help us support your safe participation.

3. Special category information

Information about health, disability or certain other sensitive matters can be 'special category data' under UK data protection law and receives additional protection.

We ask members to provide health, accessibility or support information only where they choose to do so and where it may help the Club support their safe participation. We will keep this information to the minimum reasonably necessary and restrict access to people who need it.

Where we rely on your explicit consent to process optional health or accessibility information, you can withdraw that consent at any time by contacting us. Withdrawal does not affect processing that was lawful before consent was withdrawn.

4. Why we use your information and our lawful bases

Purpose	Typical lawful basis
Registering and administering membership; arranging sessions; member communications	Contract and/or legitimate interests in operating the Club
Managing emergency contact details and responding to	Legitimate interests; vital interests may apply in an

urgent incidents	emergency
Club safety, safeguarding, complaints and conduct matters	Legitimate interests and legal obligations where applicable
Optional health/accessibility information	Consent or another appropriate lawful basis, plus an Article 9 condition where required
Taking and using identifiable promotional photographs/videos where permission is sought	Consent
Financial records and payments	Contract, legitimate interests and legal obligations where applicable

Where we rely on legitimate interests, those interests include running the Club effectively, communicating with members, maintaining safety, protecting members and the Club, and dealing with issues fairly. We consider members' rights and expectations before relying on this basis.

5. Where we obtain information

Most information is provided directly by you through the new member registration form, emails, messages or conversations with Club officials. We may also create records through normal Club administration, such as attendance, payments, safeguarding or conduct records.

6. Who we may share information with

We do not sell members' personal information. Where necessary and proportionate, information may be shared with:

- Authorised Club committee members or volunteers who need the information for their role.
- Badminton England or another relevant governing body, for affiliation, insurance, safeguarding or disciplinary purposes where applicable.
- The Club's venue, insurers or professional advisers where necessary.
- Emergency services, police, local authority adult safeguarding services or other statutory bodies where necessary to protect someone or meet a legal obligation.
- Service providers used to operate the Club, such as Google for online forms, spreadsheets or email, subject to the relevant service terms and safeguards.

7. Google Forms and online services

The Club may use Google Forms and associated Google services to collect and administer membership information. Information submitted through the form may therefore be processed using Google's systems. The Club will configure access so that membership information is available only to authorised people as far as reasonably practicable.

8. How long we keep information

We keep personal information only for as long as it is reasonably needed for the purpose for which it was collected, including any legal, insurance, safeguarding or dispute requirements.

- Core membership and contact information: normally while you are a member and for up to 2 years afterwards, unless there is a reason to retain it longer.

-
- Financial and transaction records: for the period required for accounting, tax or legal purposes.
 - Optional health/accessibility information: reviewed regularly and deleted when no longer needed for safe participation, or following withdrawal of consent where no other lawful basis applies.
 - Safeguarding, complaint or disciplinary records: retained for an appropriate period based on the nature and seriousness of the matter and any governing-body, insurance or legal requirements.

These periods are guidelines. We may retain particular records for longer where there is a legitimate, safeguarding, insurance or legal reason.

9. How we protect information

We take reasonable steps to protect personal information from loss, misuse, unauthorised access or disclosure. This includes limiting access to authorised Club officials, using password-protected accounts and avoiding unnecessary sharing of sensitive information through group chats or social media.

10. Photographs, video and social media

The Club may take photographs or short videos at sessions, tournaments and social events. Members can tell us that they do not want to be intentionally photographed or have identifiable images published. Choosing not to appear in Club promotional material will not affect membership.

Where an image is already lawfully published, we will consider reasonable requests for removal, although we may not always be able to remove copies that have been shared or republished by others.

11. Your data protection rights

Depending on the circumstances, you may have rights to:

- Ask for access to the personal information we hold about you.
- Ask us to correct inaccurate or incomplete information.
- Ask us to erase information in certain circumstances.
- Ask us to restrict how information is used in certain circumstances.
- Object to processing based on legitimate interests.
- Receive certain information in a portable format where the right applies.
- Withdraw consent at any time where processing is based on consent.

These rights are not absolute and may depend on the circumstances and the lawful basis being used.

12. Complaints and contact

If you have a question or concern about how the Club uses your personal information, please contact James Chase using the details above so we can try to resolve it.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's data protection regulator. Information about making a complaint is available from the ICO at ico.org.uk.

13. Changes to this notice

We may update this Privacy Notice when Club arrangements, services or legal guidance change. The current version will be made available to members and, where appropriate, on the Club website or registration form.