Lightwater Junior Badminton Club (LJBC)
Personal Data Records – Retention and Privacy Statement

Introduction:
The new Government Data Protection Regulation (GDPR) came into force on the 25th May 2018. This document outlines the way in which information, provided by member families, is managed in the running and operation of the club. The prime aim is the safety of your child and to maintain confidentiality within the limits and controls set out herein.

1. **Documentation Formats:**
   Two basic forms are used to collect and store your personal information:
   i) A standardised Membership Form which we ask you to complete by hand. This is stored in hard copy form only and results in multiple documents corresponding uniquely to individual members.
   ii) A single computerised document which forms a Membership List.

2. **Member Personal Data held:**
   i) The full level and items of data are provided at the discretion of parents and stored on the Membership Form. These are:
   - Name
   - Date of birth
   - School name and address
   - Name of parent/carer/guardian
   - Home address
   - Home telephone number and parent mobile number
   - Emergency contact and telephone number
   - E-mail address
   - Member medical conditions and medication considered important, by you, for us to know about
   - Other relevant information, again considered important for us to know about.

   ii) A limited level of data items are extracted from the above to create the Membership List. These are:
   - Name
   - Date of birth
   - Name of parent/carer/guardian
   - Home address
   - Home telephone number and parent mobile number
   - Emergency contact and telephone number
   - E-mail address

   iii) A further reduced level of data is extracted to create team booklets to facilitate arranging the team availability for a specific match date.
   These are:
   - Name
   - Home telephone number and parent mobile number
   - Emergency contact and telephone number
   - E-mail address

Note: There is a plan to use photography or, more likely, video of the player's action as a coaching aid. This is still being discussed relating to equipment, storage and security. It is considered best not to use multiple mobile phones; rather, have a dedicated unit which, together with the recording, can be properly controlled following a protocol ultimately agreed with parents.

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3. Personal Data Processing –

3.1 Lawful basis:

Lightwater Junior Badminton Club operation requires data collection thence some processing in order to facilitate your individual club membership, affiliation to the Badminton governing body (Badminton England), Surrey County and the local league organisation. The 'basis' upon which this is done is **'Consent',** primarily from parents or guardians, and the **'Legitimate Interests'** of members for affiliation benefits, structured skills development, internal (to LJBC) and external competition opportunities. (Note, in some instances, it may be required for us to be able to verify a child's age.)

3.2 Purpose and how used:

- To process your LJBC membership and track attendance via registration.
- To process your individual membership of, or affiliation to the governing body Badminton England; Surrey County and the local Badminton league.
- To carry out obligations arising from your membership of LJBC including safety/wellbeing issues - for example: Player/court and player/coach ratios, awareness of possible risks to players from their medical conditions.
- To inform you of any operational changes you need to be aware of including those associated with home and away (match) venues and dates.
- To send to you information that may be of interest – for example: LJBC events and related matters, league, county events and governing body information.
- Some tournament entries require a list of names only, within specific age groups.

4. Data Storage and Period:

Your information is held for as long as you are a member of Lightwater Junior Badminton Club. In practice, this would normally be for a complete season – from September to April inclusive but, for continuity, extended to the beginning of the next season: a) unless you tell us you will not be returning or b) that you wish your information to be deleted. In the latter case you will also cease to be a member of the club.

Where an individual's LJBC membership lapses and we are not notified of their intentions, the information will be deleted after the membership renewal deadline – normally the 1st of October of the new Badminton season.

5. Personal Data Sharing:

We will not share your personal information with third parties other than those declared below; nor beyond the corresponding extent of information items:

i) Qualified coaches who regularly attend and assist during the LJBC training sessions: Name, age and awareness of medical conditions as advised by parents.
ii) LJBC officials: All information provided by parents.
iii) Badminton England: Name, date of birth, gender, parent's e mail and home addresses.
iv) Surrey County: No information is passed directly to county by LJBC. But Badminton England do, for purposes of county affiliation, declare player name and Badminton England membership number.
v) Aldershot and Camberley District Badminton League: Name and date of birth.
vi) LJBC team managers: As defined in paragraph 2 iii) above.
vii) Visiting and 'away' team managers within league competition: Name only.

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6. Personal Data Security:

Hard copy documents are stored under lock and key for the majority of time; when in use, this will be by LJBC officials only. Data compiled and stored electronically is password protected, encrypted and not backed up using small flash drives; the drive used is also kept under lock and key.

Transfer of personal data to LJBC official mobile telephones is limited to family name and telephone number for those undertaking a function for the club – qualified coaches and team manager volunteers.

Disposal: When hard copy records are no longer required, these will be shredded. If a computer is being disposed of, LJBC records will be 'wiped'; as will data which has been superseded on the operational machine.

7. Your Rights:

By contacting the LJBC officials, who have the responsibility for controlling and managing the processing of your personal data, you can request or direct the following:

- To be informed and have access to the information held relating to you
- For corrections (rectifications) to be implemented
- Information removal
- Limit the use of your information
- To object about the processing
- Apply portability of data

We do not believe that 'automated decision making' will be applicable but will remain open for discussion.

It should be pointed out that invoking data 'removal' or 'limiting use' may impact your club membership status.

Circulation:
Parents and player members via the LJBC Membership Form
LJBC officials
Qualified coaches assisting at LJBC