

Privacy Notice

The Broadway Badminton Club uses some personal information about its members and visitors. This notice explains what that information is, why we use it, and what safeguards we have put in place.

What information we gather

Current Members

- Name
- Home phone
- Work phone
- Mobile phone
- Email address
- Home address
- Notes (join date etc)
- Attendance at club nights
- Attendance at AGMs and EGMs
- Outstanding fees
- Records of payment by Standing Order where the member has included personal information in the payment reference.

Ex members

- Name

Visitors

- Name
- Contact details – email address and/or phone number
- Attendances at club nights

We don't use personal information about anyone else.

Why we gather it

We need to use this information for the club to function effectively. We believe that our use of this information is necessary for the legitimate interests of the club, and that we only use it in ways that members, ex-members and visitors would expect us to.

What we use it for

We use your information to:

- Contact members regarding court availability, general meetings, social events and other news relating to the club;
- Chase outstanding membership or court fees;
- Produce the minutes of general meetings;
- Identify the most consistent attenders at club nights for commendation at the AGM;
- Manage visitor attendances and re-joining members.

How long we keep it

We keep members' information for 12 months after they leave the club, after which we keep on the name of ex-members for a further 12 months.

We keep the names of visitors to the club for 12 months after the last visit

How we store it

The information is stored on spreadsheets held on the computers of the chair and the treasurer, and in paper files held by committee members. It may be transferred between committee members and club members by email.

Who we share it with

We don't share your information with anyone outside the club.

Who to contact about your privacy

If you have any queries or concerns about how we use your information, or would like a copy of the information that we hold about you, please contact any of the committee members or use the [contact information on our web site](#).

The General Data Protection Regulation

The Broadway Badminton Club only processes personal data for recreational reasons and is therefore exempt from the requirement to register with the Information Commissioners Office.

Your information is used solely for the legitimate interests of the club, and this forms the lawful basis for our processing of personal data. We don't therefore need our member's and visitors' consent to use their personal information, and we are confident that we are only using it in ways that they would expect us to.

30th April 2018