GLENEARN BADMINTON CLUB

GLENEARN JUNIOR BADMINTON CLUB

(each of the above, "the Club", "we")

DATA PRIVACY POLICY

Date that this document was last reviewed and updated if appropriate:	30 October 2026

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, members' emergency contacts, volunteers and coaches, how we use it, how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website, www.glenearnbadminton.co.uk, or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the UK General Data Protection Regulation ("GDPR") when dealing with your personal data. Further details on the UK GDPR can be found at the website for the Information Commissioner (www.ico.org.uk). For the purposes of the UK GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

We are Glenearn Badminton Club and Glenearn Junior Badminton Club. We can be contacted using the contact details on our website at www.glenearnbadminton.co.uk/contact-us.php

3. What information we collect and why.

We may collect the following information about you.

WHAT	SOURCE	SHARED WITH / PROCESSED BY	HOW USED	DURATION KEPT	HOW DELETED
Name, address, telephone numbers, e-mail address, emergency contact details (name, relationship to member, telephone numbers, address, e-mail address), medical conditions, medical treatment required, allergies, scores and other information about performance in matches.	Adult members (players)	Badminton Scotland; club committee; club volunteers; club coaches	Affiliation info for Badminton Scotland; to communicate with members – share info & advertise events; to select members for competitive matches; in case of emergency; to administer matches.	As long as they are affiliated to club. Deleted after one year of non-affiliation	Electronically deleted. Paper copies either redacted or shredded.
Name, date of birth, address, telephone numbers, e-mail address, emergency contact details (name, relationship to member, telephone numbers, address, e-mail address), medical conditions, medical treatment required, allergies, scores and other information about performance in matches, parent/guardian details	Junior members (players) and/or their parents and guardians	Badminton Scotland; club committee; club volunteers; club coaches	Affiliation info for Badminton Scotland; to communicate with members, their parents and carers – share info & advertise events; to select members for competitive matches; in case of emergency; to administer matches; pastoral information for coaches	As long as they are affiliated to club. Deleted after one year of non-affiliation.	Electronically deleted. Paper copies either redacted or shredded.
Name and record of attendance and payment	Junior and adult members (players)	Club Treasurer. Committee members, coaches and club volunteers if required.	Accounting and management of player fees	No more than two years for paper copies. No more than seven years within electronic accounting records.	Electronically deleted. Paper copies either redacted or shredded.
Photos of players	Event organisation team (committee/volunteers)	Websites; newspapers; social media; posters; club archive	Results and news items; archive for posterity	Indefinite, or upon request	Electronically deleted.
Photos and videos of players	Coaching; skills assessment	Coaches	For skills assessment and coaching	For duration relevant to coaching	Electronically deleted.
Name, date of birth, address, telephone numbers, e-mail address, proof of identification	Coaches and others working with children and/or vulnerable adults	Badminton Scotland; Disclosure Scotland	For PVG checks	As required by law, Badminton Scotland or Disclosure Scotland	Electronically deleted. Paper copies either redacted or shredded.

WHAT	SOURCE	SHARED WITH / PROCESSED BY	HOW USED	DURATION KEPT	HOW DELETED
Accident / incident report forms	Coaches and those overseeing club sessions / events	Committee members, club volunteers, coaches, first aiders, health providers if required.	For any ongoing investigation or action in relation to accident / incident, including ongoing medical treatment. In managing any claims or legal action in relation to accident/incident.	The later of: (a) six years following the date of the incident, (b) any injured party's or claimant's 18th birthday and (c) the conclusion of any ongoing claims, treatment etc.	Electronically deleted. Paper copies either redacted or shredded.
Records of child protection / safeguarding incidents	Coaches, those overseeing club sessions / events, Child Wellbeing & Protection Officer, Safeguarding Officer	Relevant authorities	For any ongoing investigation or action in relation to incident. In managing any claims or legal action in relation to accident/incident.	Until child reaches the age of 24. That covers: The child reaching adulthood (18). The 6-year limitation period for civil claims relating to negligence or harm. The possibility of historic safeguarding investigations.	Electronically deleted. Paper copies either redacted or shredded.
Information on coaching qualifications, courses attended etc.	Coaches and other members holding relevant qualifications.	Committee members.	For assessing ongoing suitability of coaches and other members for particular roles.	As long as they are affiliated to club. Deleted after one year of non-affiliation.	Electronically deleted. Paper copies either redacted or shredded.

4. How we protect your personal data

4.1 We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3 For any payments that we take from you online, we will use a recognised online secure payment system.

4.4 We will notify you promptly in the event of any breach of your personal data that might expose you to serious risk.

5 Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to process payments, print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club. However, we disclose only the personal data that is necessary for the third party to deliver the service. It is possible that third parties may themselves engage others (sub- processors) to process your data.

5.3 We may also pass your personal data to Badminton Scotland for the purposes of carrying out surveys when it is in the legitimate interest of the club and Badminton Scotland to do so. Badminton Scotland may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

5.4 If we, or any person to whom we pass disclosure information collected for the purposes of PVG checks, loses or otherwise misplaces a disclosure certificate or a disclosure record, we will inform Disclosure Scotland immediately. There may also be a requirement to notify the Information Commissioner.

6 How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing yourpersonal data except that we will retain your personal data in an archived form in to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7 Your rights

7.1 You have rights under the UK GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

https://ico.org.uk/concerns/

0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to us using the contact details at www.glenearnbadminton.co.uk/contact-us.php