

Wyndgate Badminton Club

Data Protection Policy (GDPR Compliant)

The data that members provide on their membership forms are kept in documents that are held and processed electronically. This means that the Wyndgate Badminton Club is subject to the General Data Protection Regulations (GDPR). We do not have to register with the ICO (Information Commissioner's Office). Nevertheless, under the Regulations, we have responsibilities of care to uphold. This document outlines our policies.

For more information, the ICO website is here: <https://ico.org.uk/>

The data we hold is:

Contact details

- Name
- Postal Address
- Email address
- Phone numbers

Other details

- Date of Birth
- Dates of payments of fees

We endeavour to maintain accurate records, but we rely on members keeping us up-to-date.

The data is stored on secure PCs and is only accessible to the Treasurer in full. However the Secretary, Match Secretary and team Captains are provided, either by e-mail or by a printed copy of the Contact details. If you wish you can request a copy of the information that we hold on you as an individual.

When members leave the club, their data is retained by the Treasurer for an indefinite period. If an ex member wishes their details to be removed then they must contact the Treasurer within one month of not renewing their membership. However the Treasurer does have a duty to retain certain information as part of the Club's accounting records.

The data is used for the following purposes

- By the Treasurer and Secretary to enable the smooth running of the club
- To provide Badminton England with the information that they require when registering a member with that organisation. Their own GDPR policy statement can be seen on their website.
- Badminton England will pass on your data to Kent Badminton Association if you opt-in on their website.
- The Match Secretaries for the South Foreland and North Foreland Leagues have direct access to all members details that are held at Badminton England. They have a duty to comply with the rules and regulations under GDPR

The details above are not provided to any other third party.