



CHESHIRE COUNTY BADMINTON ASSOCIATION

CHESHIRE COUNTY BADMINTON ASSOCIATION PRIVACY NOTICE

1. Introduction

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we will store and handle that data, and keep it safe.

There is a lot of information here but we want you to be fully informed about your rights, and how Cheshire County Badminton Association uses your data. For example, we will explain how we combine data across Cheshire County Badminton Association to build a single view of you.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It is likely that we will need to update this Privacy Notice from time to time. You are welcome to check our website whenever you wish.

For ease throughout this Notice, 'we' and 'us' means Cheshire County Badminton Association.

2. What is Cheshire County Badminton Association?

We are the Governing Body for Badminton in Cheshire.

3. Explaining the legal bases we rely on

The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data, including:

Performance of a contract

If you are a member of CCBA, or have entered into one of our competitions, we have to collect and process your data in order to perform our contract with you.

Consent

In specific situations, we can collect and process your data with your consent.

For example, when you tick a box to receive email communications.

Legal compliance

If the law requires us to, we may need to collect and process your data.

For example, we can pass on details of people involved in fraud or other criminal activity affecting Cheshire County Badminton Association to law enforcement.

Legitimate interest

In specific situations, we may require your data to pursue our legitimate interests in running and promoting badminton in Cheshire, this does not materially impact your rights, freedom or interests.

For example, we will use your data to send you information relating to your membership of Cheshire County Badminton Association or events or activities within the County

4. When do we collect your personal data?

- When you become one of our members
- When you enter a tournament



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- When you are selected for our County Teams
- When you visit any of our websites, and use your account to pay for affiliation, or tournament entry
- When you contact us by any means with queries, complaints etc.
- When you ask one of our Partners to email you information about a product or service.
- When you choose to complete any surveys we send you
- When you've given a third party permission to share with us the information they hold about you

5. What sort of personal data do we collect?

- Your name, gender, date of birth, address, email and telephone number, ethnicity information (if supplied).
- Bank Account details to allow us to make a refund to your account, or reimburse you for payments made on behalf of the County

6. How and why do we use your personal data?

We need to use your personal data if you are one of our members or volunteers, in order to fulfil our obligations to you and provide you with our services

We want to give you the best possible member experience. We aim to pass on as much information to you as possible which is relevant to badminton in the County

The data privacy law allows this as part of our legitimate interest in understanding our members and providing the highest levels of service.

Of course, if you wish to change how we use your data, you will find details in the 'What are my rights?' section below.

Remember, if you choose not to share your personal data with us, or refuse certain contact permissions, we might not be able to provide some services you've asked for.

For example, if you have asked us to let you know when the County Championships Entry Forms are available, we cannot do that if you've withdrawn your general consent to hear from us. Or we are not able to inform you of coaching courses in your area.

8. How we protect your personal data

We know how much data security matters to all our members. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

We secure access to all transactional areas of our websites and apps using 'https' technology.

We regularly monitor our system for possible vulnerabilities and attacks, and we carry out penetration testing to identify ways to further strengthen security.

9. How long will we keep your personal data?

Whenever we collect or process your personal data, we will only keep it for as long as is necessary for the purpose for which it was collected.



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At the end of this period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

Our Personal Data Retention Policy can be found on the CCBA website.

10. Who do we share your personal data with?

We sometimes share your personal data with trusted third parties.

Here is the policy we apply to those organisations to keep your data safe and protect your privacy:

- We provide only the information they need to perform their specific services.
- They may only use your data for the exact purposes we specify with them.
- We work closely with them to ensure that your privacy is respected and protected at all times.
- If we stop using their services, any of your data held by them will either be deleted or rendered anonymous.

Examples of the kind of third parties we work with are:

- Badminton Clubs and Performance Centres in Cheshire
- Badminton England
- IT companies who support our website and other business systems

11. What are your rights over your personal data?

You have the right to request:

- Access to the personal data we hold about you, free of charge (unless charges apply to us in fulfilling your request)
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop any consent-based processing of your personal data after you withdraw that consent.
- That you be "forgotten" or have your data erased, in certain situations.
- To have your data ported (that is, transmitted) directly to another organisation

You can contact us to request to exercise these rights at any time as follows:

To ask for your information please contact The Data Protection Officer, Cheshire County Badminton Association, 19, Rockland Road, Wallasey. Wirral. CH45 0LF or email kay.vickers@cheshirebadminton.org

To ask for your information to be amended please update your online profile. If we choose not to action your request we will explain to you the reasons for our refusal.

12. Your right to withdraw consent

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.



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13. Where we rely on our legitimate interest

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation.

We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

16. Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling **0303 123 1113**.

Or go online to www.ico.org.uk/concerns (opens in a new window; please note we can't be responsible for the content of external websites)

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

17. Any Questions?

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact our Data Protection Officer who will be pleased to help you:

- Email us on kay.vickers@cheshirebadminton.org
- Or write to us at:

Data Protection Officer, Cheshire County Badminton Association, 19, Rockland Road, Wallasey, Wirral. CH45 0LF