



## ABERDEEN AND DISTRICT BADMINTON LEAGUE DATA PRIVACY POLICY

### 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and volunteers, how we use it and 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.AberdeenBadminton.co.uk](http://www.AberdeenBadminton.co.uk)** regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

We are the ***Aberdeen and District Badminton League***. We can be contacted at ***scorecard@aberdeenbadminton.co.uk***

### 3. What information we collect and why.

| WHAT                                 | SOURCE   | SHARED WITH / PROCESSED BY  | HOW USED  | DURATION KEPT  | HOW DELETED  |
|--------------------------------------|--|---|---|--|--|
| Name, email address and phone number | Club and Match secretaries                     | League committee, other local clubs and anyone wanting to find a local club – all shared via the league website | Allows clubs to communicate with each other and provides a source of information for people looking for a place to play Badminton | Information is kept indefinitely, but is updated, if required, once a year, after the League AGM | Electronically deleted.  |
| Photos of players                    | Event organisation team (committee/volunteers) | League social media and website   | Results and news items; archive for posterity   | Indefinite, or upon request  | The Link to the photos can be deleted, but it would be natural to expect that the actual photos would remain archived on social media servers, for posterity |

#### **4. How we protect your personal data**

4.1 We have implemented generally accepted standards of technology and operational security in order 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 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 paragraph 5.2 below.

5.2 We may pass your personal data to Badminton Scotland for the purposes of carrying out surveys when it is in the legitimate interest of the league 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.

#### **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 club or match secretary of a Club that is affiliated to our League and for as long afterwards as it is in the League'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 your personal data except that we will retain your personal data in an archived form in order 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.

#### **7 Your rights**

7.1 You have rights under the 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 1115.

Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh  
EH3 7HL

For more details, please address any questions, comments and requests regarding our data processing practices to our **Scorecard Secretary: [scorecard@aberdeenbadminton.co.uk](mailto:scorecard@aberdeenbadminton.co.uk)**