

# Hawthorn Privacy Policy

Hawthorn Badminton Club treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

## What personal information do we collect?

When you express an interest in becoming a member of Hawthorn BC, you will be asked to provide certain information. This includes (but is not limited to):

- your name
- home address
- email address
- telephone number
- emergency contact details
- date of birth

## How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration.

## How do we use your personal information?

We use your personal information:

- To update you about club activities and matches
- To register you with Badminton England

## Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally – to other club members including the match captains
- Externally – Badminton England for registration as a BE member
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

## How long do we keep your personal information

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case members will be informed as to how long the information will be held for and when it is deleted.

## How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, member's need to inform the club secretary of any changes to their personal information. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the club holds on you, you can make this request by contacting the club secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 30 days of the request being made.

### How do we store your personal information

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your membership information is held on a database, spreadsheets and paper records and is accessed by Committee Members as appropriate.

### Availability and changes to this policy

This policy is held in the club box or a personal copy supplied on request to the club secretary. It is also accessible on the club website. This policy may change from time to time. If we make any material changes we will make members individually aware of this.

### Contact

If you have any queries about this policy, or have any complaints about our privacy practices, please contact any member of the committee or email [secretary@hawthornbadmintonclub.co.uk](mailto:secretary@hawthornbadmintonclub.co.uk).