***TWBL GDPR & Privacy Statement***

‘Personal Data’ is any information about a living person which allows them to be identified from that data (e.g. name, photographs, postal address, email address). Identification may be made by the information alone or in conjunction with other information. The processing of personal data is governed by various ‘data protection’ and ‘general data protection regulation’ laws.

The following provisions regulate how the Tunbridge Wells Badminton League treats your personal data.

**Data Controller**

The data controller in the meaning of data protection laws is The Tunbridge Wells Badminton League (hereafter referred to as ‘the TWBL’).

**Data Processor**

The data processor will predominantly be the TWBL Hon. Match Secretary, but may, at times, also be any other member of the TWBL Committee as may be required to administer the League or its competitions.

**Automatic Data Collection When Submitting TWBL Forms or Escorecards**

* Personal contact data provided on official TWBL forms will be stored securely and will be used to provide contact lists for League use; they will also be made available on the TWBL website for use by clubs, primarily for the organising of inter-club matches. The TWBL will also use these contact details for communications with clubs or individuals as may be required for the administration of the League and competitions.
* Match data submitted on TWBL escorecards will be automatically processed and stored securely for the sole use of administering the TWBL, which may include the use of a player’s match statistics when calculating handicaps for the various TWBL competitions. This data will be stored for as long as the League considers it of use when calculating player or team handicaps, after which it will be securely deleted. Match data and statistics may also be published on the TWBL website (but also see ‘Personal data when participating in the TWBL’, below, for the option of this data being made anonymous).

**Usage of Data**

* Your personal data, in as far as they are necessary for the administration of the TWBL, will be used for the sole purpose of administering the TWBL.
* You may be contacted using the contact details as provided by club officers on official TWBL forms at any time. If you do not agree to this then you must inform your club officers prior to the forms being submitted and ensure that your details are not included. It will be assumed that you have given consent for any of your details provided on official forms to be used by the TWBL for the purposes of League administration.

**Personal Data When Participating in the TWBL**

* In order to be able to participate in the TWBL, players’ names and Badminton England numbers will be provided, although any player may request in writing to the Hon. Match Secretary that their data be anonymised prior to publication on the TWBL website – such written requests will be valid for the current playing season only, and must be renewed for each subsequent season. Please note that escorecards, as available from the TWBL website, employ player dropdown lists for ease of returning results to the Hon. Match Secretary; it will NOT be possible to anonymise players’ names from escorecards, so any player who objects to their name being freely available in this way will be unable to participate in the League and must not permit their name from being registered to play. Club officers (secretary, match secretary, chairperson and club captain) and team captains will have their email addresses and telephone numbers collected and stored securely; club officers’ details will also be used to create a contact list which will be distributed directly to clubs and also made available via the TWBL website for other clubs’ use, primarily for the organisation of inter-club matches. Upon written request to the Hon. Match Secretary, club officers’ names and/or contact details may be redacted from the version of the contact list which is freely available on the TWBL website, but such requests will be valid only for the upcoming/current playing season and must be renewed for each subsequent season. TWBL Singles players’ contact details (name, email address, phone number(s) and gender, if necessary) will also be collected and distributed, but only to the other singles players for the purposes of contacting each other to arrange matches. These Singles contact details will not be made generally available on the TWBL website.
* All personal data stored by the TWBL is held securely on Dropbox.

**Social Media**

* The TWBL may also be active on social media (e.g. Twitter), the content of which may be accessed by anyone. The providers of social media platforms have their own privacy policies and the TWBL accepts no responsibility or liability for these policies. Please ensure that you are happy with these policies before submitting any personal data on social media pages.

**Sharing your Personal Data**

* Your personal data will be treated as strictly confidential, and will only be shared with third parties where it is necessary for the administration of the TWBL or where you first give us prior consent.
* It is likely that data will only be shared with Badminton England and County Associations, and then only where necessary. However, the TWBL may share the data if required to do so by UK law enforcement agencies, such as the police.

**Consent and Right of Objection**

* At any time you have the right to withdraw your declaration of consent to the collection and use of your personal data by the TWBL. You need to be aware that after a withdrawal of your consent, your details will be deleted within the timeframe required by law and participation in the League will no longer be possible from that point. Such deletion of personal data may also adversely affect any TWBL club for which you have played matches.
* Should you require further information, wish to withdraw your consent, or object to the use of your personal data, please contact the TWBL Committee via the Contact page found on the TWBL website at [www.twbl.co.uk](http://www.twbl.co.uk).

**Your Rights and Your Personal Data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request we may need to verify your identity for your security. In such cases we will need you to respond with proof of identity before you can exercise these rights.

* The right to access information we hold on you:
  + At any point you may contact us to request the information we hold on you as well as why we hold that information, who has access to that information and from where we obtained that information. Once we have received your request we will respond within one calendar month.
  + There are no fees or charges for the first request, but subsequent additional requests for the same data may be subject to an administrative fee.
* The right to correct and update the information we hold on you:
  + If the data we hold on you is out of date, incomplete or incorrect you may inform us and your data will be updated.
* The right to have your information erased:
  + If you feel that we should no longer be using your data or that we are illegally using your data, then you may request that we erase the data we hold.
  + When we receive such a request we will either confirm that the data has been deleted or tell you the reason why it cannot be deleted (e.g. because we need it for our legitimate interests or regulatory purposes).
* The right to object to processing of your data:
  + You have the right to request that we stop processing your data. Upon receiving any such request we will contact you and let you know if we are able to comply or if we have legal grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
* The right to data portability:
  + You have the right to request that we transfer some of your data to another controller. Where it is feasible to do so, we will comply with such a request within one calendar month.
* The right to withdraw your consent at any time to the processing of data to which consent was sought or assumed as a result of your inclusion on official TWBL forms.
* The right to object to the processing of personal data where applicable.
* The right to lodge a complaint with the Information Commissioner’s Office:
  + You can contact the Information Commissioner’s Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/, or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Transfer of Data Abroad**

* Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. The TWBL website is also accessible from overseas so on occasion some personal data (for example match statistics) may be accessed from overseas.

**Further Processing**

* If we wish to use your personal data for a new purpose which is not covered by this Privacy Statement, then we will provide you with a new statement explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## February 2024