



Privacy policy

Use of your data by the Academy

Transparency

We will always explain clearly what data we're collecting about you and why. ESJBA is the Data Controller and is responsible for storing and otherwise processing the data in a lawful, secure and responsible way. We will only collect data we need to:

1. Introduction and General Terms

ESJBA is committed to protecting your and your family's personal information whilst you are a member of ESJBA:

- the ESJBA website and any content linked to other websites;
It also relates to our use of any personal information you provide to us by phone, SMS, email, in letters and other correspondence and in person.
In order to provide you with the full range of ESJBA services, we need to collect information about your children that are members of ESJBA and yourselves.

This Privacy Policy explains the following:

- what information ESJBA may collect about you/your child.
- how ESJBA will use information we collect from you;
- when ESJBA may use your details to contact you;
- whether ESJBA will disclose your details to anyone else;
- your choices regarding the personal information you provide to us;

ESJBA is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the Data Protection Act 1998

Please note that sometimes we will require you to provide additional personal information, and sometimes sensitive personal information (e.g. if you're applying for a concession towards your fees etc.). When we do this we will provide further information about why we are collecting your information and how we will use it.

2. The Purpose

What we are going to do with the form and the data. The form will be to meet current legal requirements and to record how we have applied ourselves to the GDPR Regulations. The information on the data is listed below.



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3. How will ESJBA use the information it collects about your child?

ESJBA will use your personal information for a number of purposes including the following:

- To administer your membership when you register with the Association
- to provide our services and activities, to provide you with information about them and to deal with your requests and enquiries;
- we share some personal data with other Junior Tournament organisers and coaches.
- where we provide group services, we may analyse the information you supply, as well as your child's ability, so that we can offer a more relevant, training programme.
- for analysis and research purposes so that we may improve the services offered by ESJBA.
- To register to our governing body for affiliation and insurance purpose.
- For 'best practise' , Child Welfare & Safeguarding regulation, and compliance with managing a sports specific group.
- Registers-as good practise from a safety perspective.

This can include using geo-demographic information from external sources, where this helps Where ESJBA proposes using your personal information for any other uses we will ensure that we notify you first. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member, to provide the services you are registering for.

4. What information do we keep about you?

The information we keep about you is relating to completion of any forms or any correspondence with us by telephone, e-mail or otherwise in relationship to the services the Association provides you. In all cases the information we hold may include your name, address, email address, telephone numbers, gender, and date of birth. In some instances we may collect information on where you go to school or if you attend another club and have other coaches.

Depending on the services we provide you, we might also keep other information about you such as :

- * Information about any medical conditions you may have
- * Information we may get from other organisations such as reports or feedback from your club or other coach

5. How do we keep your information safe?

We keep information about you in a paper file or on a computer and mainly in both places. We have strict controls on who can see your paper file or computer record.

All coaching personnel of the Association have a current DBS/CRB disclosure



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6. Will ESJBA share my personal information with anyone else?

We will keep your information within ESJBA except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies, including for child protection reasons) or as described in this section. Generally, we will use your information within ESJBA for:-

For training, competition:, Association management, funding and reporting purposes.

- with our coaches/Squad Managers to administer training sessions
- with our Treasurer, to check if fees and kit costs have been met and to keep our records up to date. Specific accounting data will be retained for the statutory timescale set out by legislation.

We will only share it outside the Association where you have requested it or given your consent. We may share your for example, we share anonymised data with a funding partner as condition of grant funding i.e. Local Authorities

7. What if you are aged under 16?

If you are aged 16 or under, please get your parent/guardian's permission before you provide any personal information to ESJBA.

If you are under 18 and want to register with ESJBA then you will need to provide your date of birth and the other specified contact details required. If you are under 13 then we will need consent from your parent/guardian before you can participate in the activities of ESJBA .

If you are the parent or guardian of a child under 13, we may process limited personal data about you so you can give consent for the child to access ESJBA services. We may use your contact details to communicate with you about the child's welfare, performance, attendance and/or behaviour.

8. How long will ESJBA keep your information? (Refreshed)

We will hold your personal information on our systems for as long as the person is connected to the Association or for the relevant activity, or as long as your child is a member of ESJBA and up to their age of 18. Our general database of players is updated annually. Only names with sex details will be retained for census reporting purposes.

9. Can you delete your data?

You can always delete your ESJBA details..

10. Can you find out what personal information ESJBA holds about you/your child?

Under the Data Protection Act 1998 you have the right to request a copy of the personal information ESJBA holds about you/your child and to have any inaccuracies corrected. This is known as the *Subject Access Request*. If you are 12 years or older, we believe that you should be able to understand your rights and to make a *Subject Access Request* yourself, but if you are younger than 12, your parent or carer would have to make the request on your behalf.



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If you do want to make a *Subject Access Request* to see your information, please contact:

The Association Administrator or person acting in that position.
In the first instance contact:

Chairman
Mr. William Brown,
Fir Cottage,
Park Crescent,
Crowborough,
Sussex.
TN6 2QP.
Tel: 01892 662700
Email: william@libraaudio.co.uk

Please make clear what information you would like to see.

(We do not charge for information requests but require you to prove your identity with 2 pieces of approved identification). Please bear in mind we are a non-profit making organisation and the majority of time provided by our personnel is given voluntarily. We will use reasonable efforts consistent with our legal duty to supply, correct or delete personal information about you on our files.

We will need two copies of forms of identification, which can be:

- Passport
- Driving licence
- Birth certificate
- Utility bill (from last 3 months)
- Current vehicle registration document
- Bank statement (from last 3 months)
- Rent book (from last 3 months).



East Sussex Junior Badminton Academy

Use of your data by the Association—Summary

General Data Protection Regulation (GDPR)

Data Gathered

The information gathered will be personal data on all our participants. Information will include : names, addresses, email contact, phone numbers (land line & mobile), date of birth, sex and any health issues. Also any prescribed membership numbers and alternate coach/club details (names). This list is not exclusive as in specific cases where parents are assigned to a financial disadvantage, then information relating to their position will also be witnessed but not retained.

Data Stored

The information above will be stored primarily with the Association Administrator or person(s) in a similar position within the Association, and certain details shared with 1. Squad Coach. 2) Association Treasurer. 3) Photographs will also be shared with our website and used for promotion and /or event publicity. The data will remain with the Association for the duration of the person's membership and/or to the younger members reach the age of 18.

Data Shared

As stated above certain aspects of the information will be shared with the key personnel outlined above.

Data Used

The information will be used for the Association's promotion where relevant and not shared outside the remit of the Association.

Rights

The following rights of the individual includes:

- ◆ The right to be informed
- ◆ The right of access
- ◆ The right to rectification
- ◆ The right to erasure
- ◆ The right to withdraw your consent to the use of your information
- ◆ The right to restrict processing
- ◆ The right to data portability
- ◆ The right to object and
- ◆ The right not to be subject to automated decision-making, including profiling.

You can also lodge a complaint about our processing of your personal information with the office of The Information Commissioner (www.ico.org.uk)

Permissions

All information gathered will be with the written and signed consent of the parent.

Status of this privacy notice.

This privacy notice was updated in June 2018. It is non-contractual. We reserve the right to amend it from time to time.