
Priory Badminton Club – Privacy Policy

Updated: 24th June 2026

1. Introduction

Priory Badminton Club (also known as Priory Witham Badminton Club / Witham Badminton Club) is committed to protecting your privacy and handling your personal data responsibly. This policy explains how we collect, use, store, and share your personal information when acting as a **data controller**. It applies to all personal data provided through any channel, including direct contact, email, WhatsApp, or telephone.

Please read this policy carefully to understand how we process your information.

2. How We Use Your Personal Data

We process personal data in the following categories:

- **Communication data**
- **Enquiry data**

2.1 Communication Data

This includes your name, email address, postal address, and phone number. We use this information to:

- contact you about club cancellations
- share updates or social event information
- send other relevant club communications

Legal basis:

- *Performance of contract* (service notifications)
- *Legitimate interests* (general club communications)

2.2 Legal, Insurance & Risk Management

We may process your personal data when necessary to:

- establish, exercise, or defend legal claims
- obtain or maintain insurance cover
- manage risks or seek professional advice

Legal basis:

- *Legitimate interests* — protecting our legal rights and the rights of others.
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3. Sharing Your Personal Data

We **never** sell your personal data to third parties.

We may share your information only with:

- **Other club members** via WhatsApp closed groups, where your name and phone number are visible to other participants.
 - **Insurers and professional advisers** where required for insurance, risk management, or legal purposes.
 - **Law enforcement or fraud prevention agencies**, where legally required or necessary to protect vital interests or support legal claims.
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4. Data Retention

We keep your personal data only for as long as necessary.

- We retain your data for **one year** from the date you last paid to attend a session.
 - While you are an **active member**, we keep your data to provide club services.
 - After one year of inactivity, your data will be removed and you will need to re-enrol.
 - In some cases, we may retain data longer if required to comply with legal obligations, resolve disputes, or enforce agreements.
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5. Your Rights

You have several rights under data protection law. You may exercise any of these by emailing priorywithamclub@gmail.com.

5.1 Right of Access

You may request confirmation of whether we process your data and receive a copy of it.

We may request government-issued ID to verify your identity.

We will respond within **one calendar month**.

5.2 Right to Rectification

You may request correction of inaccurate or incomplete personal data.

5.3 Right to Erasure

You may request deletion of your data in certain circumstances.
Exceptions apply where processing is required for legal obligations or legal claims.

5.4 Right to Restrict Processing

You may request restriction of processing if:

- you contest the accuracy of the data
- processing is unlawful but you oppose deletion
- we no longer need the data but you require it for legal claims
- you have objected to processing and verification is pending

Where restricted, we may still store your data but will only process it with your consent or for legal reasons.

5.5 Right to Object

You may object to processing based on:

- public interest
- legitimate interests

We will stop processing unless we demonstrate compelling legitimate grounds or need the data for legal claims.

You may also object to processing for research or statistical purposes unless required for public interest tasks.

5.6 Right to Data Portability

You may request your data in a structured, machine-readable format and ask us to transfer it to another controller, where technically feasible.

This applies where processing is based on consent or contract and carried out by automated means.

5.7 Right to Withdraw Consent

Where processing relies on consent, you may withdraw it at any time.

5.8 Right to Complain

If you are unhappy with how we process your data, please contact us first at **priorywithamclub@gmail.com**.

You may also lodge a complaint with the **Information Commissioner's Office (ICO)**:
<https://ico.org.uk/>

6. Amendments

We may update this policy from time to time. The latest version will be made available to members on request.
