**PERSONAL INFORMATION STATEMENT**

At various times during your interaction with me, James Elkin, you will be asked to provide personal information (PI). This document tells you what information I request and why I need it, what information is stored, how I process it, and our how long I retain your data for.

**Reason for requesting your Personal Information**

I request your name, email address, and telephone number(s) in order to contact you relating to my services as a badminton coach.

I use your personal information in order to communicate with you regarding the coaching sessions and badminton-related events. This includes arranging coaching sessions, booking courts, notification of cancellation of sessions and participation in tournaments.

You are not obliged to provide your email address, or telephone contact details. And if, subsequently, you would like me to remove your email address and telephone number(s) from my records, please let me know, and I shall do so within 10 working days.

Please note that, without this information, I would be unable to contact you.

Information may be passed to a third party as follows:

*Badminton coaches*   
PI: Your name, email address and telephone number.  
Reason: To enable another coach to contact you regarding badminton coaching sessions.

*Badminton clubs*  
PI: Name, email address, and telephone number.  
Reason: To enable the club to communicate with you.

*Tournament organisers*  
PI: Your name, email address and telephone number.  
Reason: To enable the tournament planner to notify you of tournaments.

Should your contact details change, it is important that you let me know so that I can ensure your records are updated. I do NOT share or pass on these personal details to any 3rd party not specified above.

**General**

I may also use your personal details to contact you (by email or text) with information that you may find of interest relating to badminton (such as badminton products or events)

**Data Processing and Data Retention periods**

I store your name, email address, contact telephone numbers and (when provided) your postal address. This information is accessible to me only.

I store your information for the duration that you are having badminton coaching or are actively involved with badminton in any capacity.

If, at any time, you would like me to remove your details, let me know, and we shall do so within 10 working days.

If you have any queries, please do not hesitate to contact me:

T: 07947 056333  
E: Jameselkin23@gmail.com