

BWF General Privacy Policy



Context and Overview

Introduction

The Badminton World Federation (“BWF”) needs to collect, store, and use certain information about individuals. These can include players, their entourage, personnel of Member Associations, the BWF community, and other people the organization has a relationship with or may need to contact.

This policy describes how this personal data must be collected, stored, and used to meet the BWF’s data protection standards. As the BWF collects data for a large variety of purposes, this general policy is supplemented by specific privacy policies and procedures that apply to anti-doping, integrity in sports, use of the BWF’s IT platforms, and staff.

Why this Policy Exists

This data protection policy ensures BWF:

- Complies with data protection law and follow good practice;
- Protects the rights of players, members of the BWF community and others;
- Is open about how it stores and processes individuals’ data;
- Protects itself from the risks of a data breach.

Data Protection Law

The BWF is an international organization established in Malaysia and subject to Malaysian law. While the 2010 Data Protection Act of Malaysia only applies to commercial transactions, the BWF considers that it is bound by its principles and that they apply when it collects, stores, and uses personal information, whether electronically, on paper or on other material.

As such, the BWF considers that personal information must be collected and used fairly, stored safely and not disclosed unlawfully. In particular, the BWF endeavours to follow seven principles. These say that personal data must:

1. Be processed fairly and lawfully.
2. Be obtained only for specific, lawful purposes.
3. Be adequate, relevant and not excessive.
4. Be accurate and kept up to date.
5. Not be held for any longer than necessary.
6. Be processed in accordance with the rights of data subjects.
7. Be protected in appropriate ways.

People, Risks and Responsibilities

Policy Scope

This policy applies generally to any identifiable individual with whom the BWF has a relationship or may need to contact. These include players, their entourage, members of the BWF community and of the public, etc.

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Subject to BWF's more specific privacy policies, this policy applies to all data that the BWF holds relating to identifiable individuals. Depending on the person, this data can include:

- Names of individual;
- Contact and identification information;
- Information related to the use of BWF's online platforms;
- Information voluntarily submitted to us (for example, by contacting us via email, by sending us a resume, or by creating an account on one of our online platforms);
- Information related to BWF's integrity programmes (for example, doping control results and whereabouts of certain players, intelligence about betting patterns, etc.);
- Medical information (in relation to Therapeutic Use Exemptions or for the purpose of para-badminton classifiers).

Data Protection Risks

This policy helps to protect BWF from some real data security risks, including:

- **Breaches of confidentiality.** For instance, information being given out inappropriately;
- **Failing to offer choice.** For instance, all individuals should be free to choose how the organization uses data relating to them;
- **Reputational damage.** For instance, the organization could suffer if hackers successfully gained access to sensitive data.

Responsibilities

The BWF, as well as everyone who works for and with BWF, has some responsibility for ensuring data is collected, stored and handled appropriately.

Each person that handles personal data must ensure that it is handled and processed in line with the BWF's privacy policies and data protection principles. In particular, these people have key areas of responsibility:

- The **BWF Council** is ultimately responsible for ensuring that BWF meets its legal obligations.
- The **Secretary General** is responsible for:
 - Keeping the BWF Council updated about data protection responsibilities, risks and issues;
 - Reviewing all data protection procedures and related policies;
 - Arranging data protection training and advice for the people covered by this policy;
 - Handling data protection questions from staff and anyone else covered by this policy;
 - Dealing with requests from individuals to see the data BWF holds about them (also called "subject access requests");
 - Checking and approving any contracts or agreements with third parties that may handle the organization's sensitive data.

Data Access Requests

All individuals who are subject of personal data held by BWF are entitled to:

- Ask **what information** the organization holds about them and why;
- Ask **how to gain access** to it;
- Be informed **how to keep it up to date**;

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- Be informed how the organization is **meeting its data protection obligations**.

If an individual contacts the BWF requesting this information, this is called a subject access request. Such requests should be made by email, addressed to the Secretary General, at privacy@bwfbadminton.org

Individuals will be charged \$USD 10 per subject access request. The Secretary General will aim to provide the relevant data within 14 days.

The Secretary General will always verify the identity of anyone making a subject access request before handing over any information.

Disclosing Data for Other Reasons

In certain circumstances, personal data may be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, BWF will disclose requested data. However, BWF will ensure the request is legitimate, seeking assistance from the Council and from the organization's legal advisers where necessary.

Providing information

BWF aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

For further information about how personal data is processed in particular contexts, please consult the following documents:

- **Anti-Doping**
 - Athlete's Information Notice on ADAMS System
 - Therapeutic Use Exemption Form
 - Sample Collection Form
- **Integrity in Badminton**
 - Integrity Privacy Policy
- **Para-Badminton**
 - BWF Para-Badminton Classification Privacy Notice (part of Form 2)
- **Other:**
 - BWF Website Privacy Policy
 - BWF Employee Handbook