



**General Data Protection Regulations
Privacy Policy**

About this policy

This policy explains when and why Worthing Fencing Clubs collects personal information about our members; how we use it and keep it secure, and club member's rights in relation to it. This covers all users who have completed a membership form as a result of paying for membership (either a single session or block) .

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our club website and Facebook page for updates. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person

For the purposes of the GDPR, The Club Committee will be the "controller" of all personal data we hold about club members. The Committee is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the WFC Committee.

Specific use and sharing of personal information

In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about important notices at the club (e.g. cancellations due to the venue availability, term dates, etc.). Your personal data will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

The Lawful reasons for processing your data.

We have three lawful reasons for processing your data, which are:

- (a) Processing of your data is necessary for the administration of your membership contract.
- (b) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.
- (c) Processing of your data is required by our insurers

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Dates membership commenced and ended	Managing the Member's membership of the club and club insurance purposes	Worthing Fencing Club committee
Emergency contact details	Contacting next of kin or emergency services in the event of emergency	Emergency services

Medical conditions	Any adaptations or considerations needed by the club to facilitate the member's activity	Coaches and instructors
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Please note data processed for compliance with insurance purposes may need to be kept for 6-10 years after your membership has expired, and is therefore exempt for your right to erasure under GDPR.

Data processed with your consent

The club will seek consent in the application form before processing any information as outlined below.

Type of information	Purpose	Shared with
Qualifications	Publicising member's achievements on the club website and social media channels	Club committee, With permission of the members in each instance.
Scores	Publicising member's achievements on the club website and social media channels	
Photos and videos of members	Putting on the club's website and social media pages; using in press releases.	
Member's name, address, telephone numbers, e-mail address	Website access and newsletter distribution	
		Web and newsletter publishers – members consent will be requested separate to membership/renewal

The club may be asked to share personal information we process about an individual and the name, address and email address with an appropriate National Governing Body (NGB). This would include The British Fencing Association and Sport England.

Enquiries and other communications with the club

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis. People added to a club waiting list for membership will be informed and asked for permission to store that data at that point.

Children

Parents or guardians signing the membership form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Data Controller will process membership information and hold paper copies with members' signatures in a locked cabinet in the Chairperson's home. An electronic backup of records will be kept on an encrypted spreadsheet on a secure computer. If it is necessary to transport data it will be kept secure.

If information is needed by coaches or instructors regarding members under their instruction, necessary information will be made available only as required.

For any on-line payments which we take from members, probationers, visitors and guests we will use a recognised online secure payment system.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data the club holds please email the club Chairperson (flying.pasha@gmail.com) and he will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the committee informed of changes to their data (e.g. address/telephone number etc. As this is updated at least once a year at renewal, you are at that time authorising the club to hold such data on file.

The data are kept on file at the Chairperson's address (13 Overton Road, Worthing BN13 1FF). The data will be normally be kept for up to 5 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address and length of membership will be kept for up to 10 years for management of historical insurance claims. Names and scores may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.