



DATA PROTECTION POLICY: LAST UPDATED MAY 2018

INTRODUCTION

Camden Fencing Club ("CFC") is committed to protecting your (and your child's) privacy and controlling and processing your (and your child's) personal data in accordance with the General Data Protection Regulation ("UK GDPR"). This statement explains how the information we collect about you/you and your child is used.

CFC is the owner of www.camdenfencingclub.org and the website which it maintains, it also maintains its membership database.

THE INFORMATION WE COLLECT ABOUT YOU

We will collect the following information about you through our annual membership registration process:

- your (and your child's, as appropriate) name, email address, postal address;
- your/your child's membership number and British Fencing Association number;
- your/your child's date of birth;
- emergency contact details and, if applicable, the contact details of anyone who is authorised to collect your child on your behalf (for which we can assume, in each case, that you have obtained the relevant individual's consent to share them with us);
- your/your child's ethnicity (if provided) and details of any disability;
- your child's school (if applicable);
- any medical information you have provided about yourself/your child;
- any photographs taken with your consent and used by CFC on our website and other promotional material;
- your/your child's attendance records;
- your payment information and bank account details.

This information is held in both hard and soft copy format. We aim to move to exclusively soft copy format in time. We aim to store all your/your child's' personal data in the UK.

We will ask you to update your/your child's personal data each year when you renew your/their membership. You can change the personal data and the consents you give at that time, and otherwise any time by email to the Club Secretary by email at camdenfencingsecretary@gmail.com. We will hold your/your child's personal data for up to 5 years after you/they cease to be a member and use such data for the Permitted Purpose unless you expressly ask us not to keep it.

In addition, for coaches and any other paid staff we will also keep details of their qualifications from time to time, NI numbers and other payroll information, DBS checks, passport and any immigration or other ID documentation.

Personal data about coaches and any other paid staff or employees is held for 7 years after they have ceased to work for the club.

HOW WE USE YOUR INFORMATION ("the Permitted Purpose")

We may use the personal information you provide to us for a number of purposes, including to:

- deal with your requests and enquiries;
- verify our attendance records;
- maintain communication with you about your membership fees and process your payments;
- notify you about club events;
- keep in touch about our news or update you prior to or at a competition;
- provide anonymised data about our members to British Fencing and other third parties for the purposes of promoting the profile of and raising funds for Camden Fencing Club and any reporting requirements.

We will manage personal data about our coaches and any other paid staff for contractual, financial reporting and other purposes associated with their terms of engagement.

PROTECTING YOUR INFORMATION

The data that we collect from you is hosted on third party servers, including DropBox, via CFC's Business Account and the secure finance systems used from time to time by CFC's Treasurer. By submitting your/your child's personal data, you agree to this transfer, storing and/or processing.

Coaches are also given access to prior experience, ranking etc, contact details and medical conditions.

We will take all reasonable steps to ensure that your data is treated securely and in accordance with this policy including the number of people who may access it.

Unless you tell us not to, we will communicate by email with you. Email communications are not intrinsically secure. As such we cannot guarantee the security of any information you send to us or we send you via email.

In the event of a loss of your/your child's personal data or other data breach, we will contact you as soon as possible using your emergency contact details or email.

CLUB NEWSLETTERS

Our website provides a facility for users to sign-up to our e-newsletters.

We may use a third party provider/software to deliver our e-newsletters and manage the opt-in/out and unsubscribe facilities. If you (through the on line sign-up process) consent to us sending you these types of communications, we will let you know who the third party provider is at that time.

All newsletters will contain instructions about how to opt-out of that newsletter and also unsubscribe to all similar e-newsletters.

CONTACTING YOU

We will use the contact information you provide on your membership form or as you may otherwise provide to us. We may also communicate with you via WhatsApp or such other technology from time to time for the Permitted Purpose.

RELEVANT PEOPLE

We limit access to your/your child's personal data. As such only the Treasurer(s), the Secretary, and the Chair, have full access to it. Other people may be given limited and, where possible, anonymised access to it but only for the Permitted Purpose.

If you have any concerns about your/your child's personal data or what we are using it for or want to see what data we hold about you/your child (make a subject access request), then please contact the Club Secretary at camdenfencingsecretary@gmail.com or write to:

CAMDEN FENCING CLUB
18 Barnfield Upper Park Road
London
NW3 2UU

COMPLAINTS

In the event that you have any complaints about the way in which your data is being handled, then you should write in the first instance to CFC at the above address and it will be considered by the Club's lawyer trustee, currently Rowena Herdman-Smith. She will write to you acknowledging your complaint and advise you of the proposed course of action to investigate it and communicate the outcome to you.

Camden Fencing Club – Registered Charity Number 117578 (England and Wales)