

## **FOILED AGAIN – PRIVACY NOTICE**

Foiled Again ('the Club') respects your privacy and we will only use your information in the way we describe in this notice. When using your information we aim to be fair and transparent and to follow our obligations under UK data protection laws. Your information is used for administering club membership, activities and competitions.

Foiled Again is the data controller for the purpose of GDPR and the Data Protection Act 2018. Our address is Allestree Woodlands School, Blenheim Drive, Allestree, Derby. The Club contact for privacy and data is Ian Toplis and he can be contacted by email: [foiled.again.fencing.club@btinternet.com](mailto:foiled.again.fencing.club@btinternet.com)

### **Collecting your information**

We collect personal information when you fill in membership application and health information forms. As of the date of this notice, that information can be provided using paper forms, by email or face to face. The information you give the Club will include your contact details (name, address, telephone number, email address), personal information and identifiers (date of birth, British Fencing membership number) and information which is classed as special category personal data (such as outstanding medical issues).

We will ask you for emergency contact and next of kin details which we will only use in an emergency, and which is used and stored for a legitimate interest. When you give us information about another person, such as a child, parent, guardian, or emergency contact you should let that person know that you have given us this information.

If you are under 18 years old, we will ask for information about you from your parent or guardian.

### **Using your information**

We use your information when you first apply to become a member of Foiled Again and to administer and renew your club membership, as well as providing you with membership benefits. Following grading or competitions, we may publish some of your information in our club newsletter or online (via our club website, Facebook or Twitter accounts), which will be in the public domain. Your information is used to fulfil our contract with you around membership services.

We may use your information to send you messages by email in relation to the day-to-day running of the Club, but only if you have agreed that we can do this by giving us your clear consent – and you can change your mind at any time just by letting us know. We will not give or sell your information to another organisation.

### **Reasons we need to process your data include:**

#### **For training**

- sharing personal and health data with coaches or officials to administer training sessions safely

#### **For funding and reporting purposes**

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority
- analysing anonymised data to monitor club trends
- sending club surveys to improve your experience as a club member

### **For membership and club management**

- processing of membership forms and payments
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events
- newsletters promoting club activity

### **Marketing and communications (where separate consent is provided)**

- sending information about training, competitions and other club activities
- sending information about club kit, merchandise or fundraising

### **Sharing your information**

The Club does not supply any personal data it holds in relation to you or your child to any third party, except in the event of passing on information to health personnel in a situation where emergency medical assistance is required.

### **Our website and social media accounts**

The website for the Club contains links to other websites such as online entry and payment sites, partners, and advertisers. If you follow links to other websites please review the privacy policy for each site because the Club is not responsible for information you share on those sites.

The Club has the following social media pages [Facebook, Twitter]. All members are free to join these pages. If you or your child joins one of the Social Media pages, please note that the provider of the social media platform(s) have their own privacy policies and that the Club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **Security for your information**

Your information is held securely by us. We have taken all reasonable steps, and have in place appropriate security measures, to protect your information. The Club does not store or transfer personal data in relation to you or your child outside of the UK.

### **How long we hold your personal data**

We will hold personal data on file for as long as you or your child are a member of the Club. Any personal data the Club holds will be securely destroyed after 12 months of inactivity on that member's account or on request. Personal data in relation to you or your child is not processed for any purposes other than those detailed in this policy.

### **Your rights**

- You are entitled to a copy of the information we hold about you and to ask us to correct any inaccuracies
- You may ask us to stop using your information and to delete it, although this will mean the end of your membership with the Club
- You may make a complaint to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk))

***This privacy notice was last updated on 5<sup>th</sup> January 2022***