

# British Fencing Eastern Fencing Region

## PRIVACY NOTICE

Eastern Fencing Region is a data controller and to that effect we are committed to respecting your privacy and this notice explains how we may use personal information we collect before, during and after various events ER runs or is involved with.

References to **we**, **our** or **us** in this privacy notice are to The British Fencing Association Eastern Region

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our regional Secretary has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

- We collect and process data in order to run regional activities
- We may collect some data with your consent: e.g. medical information (e.g. dietary restrictions),
- Some data is collected for contractual reasons – e.g. competition entry, training courses
- Some data is held for legal purposes: e.g. to validate our accounts and tax records

We may hold information both in paper form and as computer files.

Paper files will be kept under lock and key and computer files will only be kept on computers with password access.

The data we hold includes the following:

- Name,
- contact address,
- phone numbers,
- email address
- gender
- Name and contact details of parent/guardian of children under 18
- British Fencing membership number,
- club affiliation,
- school,
- date of birth,
- medical information (only with your consent)
- bank details (to process payments & only with your consent)
- Qualifications (e.g. coaching, refereeing, armouring, 1<sup>st</sup> Aid, CRB checks)
- Competition and course attendance
- Disciplinary history
- Your consent (or not) to be sent notifications about events

We process personal information about fencers and volunteers (and parents of child fencers) only as a means of operating the region's activities – principally organising competitions and

training days. Would also include meetings such as AGM's and EGM's plus fencing related social events.

Relevant information may include personal details, payment details, competition results, qualifications

We may need to share personal information with others. If we do this we will keep to data-protection legislation. Depending on the circumstances we may share the information with:

- British Fencing, as the national body coordinating fencing in the UK, to allow them to properly administer the sports on a local, regional and national level.
- England Fencing, as the national body for England
- Fencing clubs in Eastern Region, or neighboring Regions
- Competition entry system providers (e.g. Sport80)
- Competition venues (e.g. Cadet Winton because it is a residential competition)
- Training course providers (e.g. first aid, coaching, welfare, refereeing, etc.)
- The Government or our regulators or the Police: where we are required to do so by law or to assist with their investigations or initiatives.
- Providing references to future employers or organisations you may wish to volunteer for.

This does not mean we will share any information only that we may share information if we need to.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

You have the right to ask for a copy of the information we hold about you and how it is used. We want to make sure that the information is correct and up to date, you may ask us to correct or delete information that is not accurate. You can contact us via the ER website, or through British Fencing.

Data relating to our accounts and auditing is held for up to 7 years after which files are destroyed. Personal data will normally be deleted 6 years after we are last aware that a fencer is still active in the region (e.g. a member of British Fencing & in the region, or a member of a regional club or competing in the region, unless there is a legal reason to keep it longer. Exceptions to above are

- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.
- Information relating to you representing the region in a team or as an individual in a competition, particularly with regard to results. These may be held indefinitely.