

PRIVACY NOTICE

Under the General Data Protection Regulations, individuals have a right to be informed about how the Guernsey En Garde (the “Club”) uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about members, employees and other parties that may engage with the Club. For the purposes of data protection law, the Management Committee of Guernsey En Garde are the ‘data controller’. The Management Committee and employees of Guernsey En Garde are the ‘data processors’.

The personal data we hold

Personal data that we may collect, use, store and share (where appropriate) about members, employees and committee members includes, but is not restricted to:

- Contact details, contact preferences, dates of birth and British Fencing Membership Numbers
- Characteristics such as special educational needs
- Details of any medical conditions including physical and mental health
- Attendance information
- Safeguarding information
- Photographs and photographic images captured during the course of fencing activities

In addition for employees we hold:

- Qualifications and training record
- Past employment details

Why we use this data

We use this data to:

- Enable us to communicate relevant information about fencing activities with parents and carers of members
- Enable us to monitor attendance at fencing activities
- Provide an appropriate level of care to all members whilst they attend fencing activities
- Protect member and employee welfare
- To keep a record of fencing activities that have taken place

- Employ coaches and other relevant administrative staff
- Provide information to other parties that may need the information (e.g. training or competition venues)

Our legal basis for using this data

We only collect and use member's personal data when the law allows us to. Most commonly, we process it:

- Where we need to comply with a legal obligation
- For the legitimate interest for the purpose of fencing

We may also process a member's personal data in situations where:

- We have obtained consent to use it a certain way
- We need to protect the member's vital interests (or someone else's interests)
- Where we have obtained consent to use member's personal data, this consent can be withdrawn at any time.

How we store this data

We keep personal information about members whilst they are members of the Guernsey En Garde Fencing Club. We may also keep it beyond their membership if necessary in order to comply with our legal obligations and in line with British Fencing national guidelines.

We keep personal information about coaches and administrative staff whilst they are employees of the Guernsey En Garde Fencing Club. We may also keep it beyond their employment if necessary in order to comply with our legal obligations.

All data relating to members, employees and other parties may be stored in our membership database, in electronic file storage or emails with access limited to members of the Management Committee and employees.

Data Retention

The data you have provided us with or that we have collected as part of your membership will be retained for the following periods:

Data: Parent contact details (name, email and postal addresses and telephone numbers)

- **Basis for processing:** Completion of membership and activity related administration; to contact parents/carers in event of an emergency.
- **Retention Policy:** The duration of the child's membership and for a maximum of two years after the membership has ceased.

Data: Child full name, DOB and British Fencing Membership Number

- **Basis for processing:** Completion of membership and activity related administration.
- **Retention Policy:** The duration of the child's membership and for a maximum of two years after the membership has ceased.

Data: Child's medical or health-related information including special educational needs

- **Basis for processing:** Safeguarding member interests and to ensure we comply with any health and safety requirements.
- **Retention Policy:** Safeguarding member interests and to ensure we comply with any health and safety requirements.

Data: Child's medical or health-related information including special educational needs

- **Basis for processing:** Safeguarding member interests and to ensure we comply with any health and safety requirements.
- **Retention Policy:** The duration of the child's membership and for a maximum of two years after the membership has ceased.

Data: Attendance information

- **Basis for processing:** Completion of membership and activity related administration.
- **Retention Policy:** The duration of the child's membership and for a maximum of two years after the membership has ceased.

Data: Attainment information

- **Basis for processing:** Completion of membership and activity related administration i.e. competition participation and results
- **Retention Policy:** The duration of the child's membership and for a maximum of two years after the membership has ceased.

Data: Photographs and Video images

- **Basis for processing:** Marketing and Communications of Guernsey En Garde Fencing Club activities. CCTV for safety at fencing venues.
- **Retention Policy:** For an unlimited period, with consent.

Data: Employee Records

- **Basis for processing:** To enable the Club to legally employ coaches and administration staff.
- **Retention Policy:** For the period of employment and for a period post employment to comply with relevant laws and regulations.

Data sharing

We do not share information about members with any third party without consent unless the law allows us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information with members with:

- British Fencing and associated organisations
- Elizabeth College
- Health and social welfare organisations
- Police forces, courts and tribunals

Transferring data internationally

Where we transfer personal data to a country or territory outside the EEA, we will do so in accordance with data protection law.

Parents, Carers, Members and Employees rights regarding personal data

Members and employees have a right to make a 'subject access request' to gain access to personal information that the Club holds about them. Parents/Carers can make a request for their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the Club holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.
- To exercise any of these rights, please contact Guernsey En Garde Fencing Club.

Complaints

If you have any concern about our data processing, please first contact secretary@guernseyengarde.com.

Alternatively, you can make a complaint to the Data Protection Commissioner's Office, St Martin's House, Le Bordage, St Peter Port, Guernsey, GY1 1BR. Telephone 01481 742074.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact secretary@guernseyengarde.com.