

MX Fencing Club

Sabre Fencing Club in Kent

mxfencing@gmail.com

**DATA PROTECTION POLICY**

**INTRODUCTION**

MX Fencing Club 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 (GDPR). As a not-for-profit organisation, we are exempt from registering with the Information Commissioners Office (ICO) but still have to abide by the rules laid out in their exemption document, which can be read here - <https://ico.org.uk/media/for-organisations/documents/1567/exemption-from-registration-for-not-for-profit-organisations.pdf>. MX Fencing is also still expected to follow the data protection principles of best practice, which can be found here - <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-protection-principles/a-guide-to-the-data-protection-principles/>.

This information below explains how the information we collect about you and your child is used.

MX Fencing Club is a committee run club and owns the MX website which is maintained by our webmaster. Any personal information included on the website, including photographs, videos and profile statements, will have prior consent before being used. This consent is collected via our membership form regarding the use of photos and videos for social media and advertising purposes. Members can opt out of this by selecting “no” when consent is requested on the membership form.

We use an online system for our membership form. This website is called Jotform and they are GDPR compliant. MX are data controllers for the information collected via Jotform and below is our data protection policy to demonstrate our GDPR compliance. To read more about Jotform’s GDPR compliance, please read the following article - https://www.jotform.com/gdpr-compliance/.

**THE INFORMATION WE COLLECT ABOUT YOU**

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

process:

* your (and your child's, as appropriate) name, gender (for competition use), email address, postal address, telephone number;
* your/your child's date of birth;
* emergency contact details and for which we can assume, that you have obtained the relevant individual's consent to share them with us;
* details of any disability;
* any medical information you have provided about yourself/your child including GP details;
* any photographs taken with your consent and used on our website and social media platforms;
* your/your child's attendance records;
* Your/your child’s BF membership number.

This information is held in electronic format, except the attendance register, which is held in paper format by the coaches. Only necessary information is printed (name, session attended, medical information and emergency contact for under 18’s). We will ask you to update your/your child's personal data at the start of each term as part of our risk assessment, to ensure that all information we hold is up to date. You can change the personal data and the consents you give at that time, although this can also be done any time by email to the Club Secretary at mxfencing@gmail.com.

We will hold your/your child's personal data for the time that you are members of MX Fencing Club, in any capacity (full time members, or ad hoc visitors). In accordance with the ICO exemption requirements, we are required to not keep information once a member has ended the relationship with the club. We will however keep your/your child’s name and British Fencing number only on file and will delete all other information held. This minimal information will be disclosed to British Fencing where appropriate in support of any safeguarding investigations.

In regards to coaches and members of the Committee, we may hold information about their qualifications, DBS checks and bank account details for paying for their services. Personal data about coaches and any other paid staff or employees is held in accordance with the reasons stated above for all members.

**HOW WE USE YOUR INFORMATION**

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

* Manage and process with your enquiries;
* Confirm our attendance records;
* Maintain communication with you about your membership fees and process your payments;
* Keep you updated about club events and achievements;
* Keep you informed about competitions/additional training;
* For reasons pertinent to safeguarding.

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

**PROTECTING YOUR INFORMATION**

The data that we collect from you is held on Jotform’s website (information regarding their privacy policy is in the links provided at the start of this document) and by our committee members to enable us to effectively and efficiently run the club. Coaches are also given details as mentioned above in the attendance register to ensure that they run each session legally and safely. All committee members and coaches endeavour to abide by the guidelines of GDPR and respect confidentiality.

By submitting your/your child's personal data, you agree to this storing and/or processing.

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.

In the event of a loss of your/your child's personal data or other data breach, we will contact you if necessary and will investigate how it happened. We will ensure measures are put in place to minimise future risks and will obtain advice regarding next steps from the Information Commissioners Office within 72 hours.

**CONTACTING YOU**

We will use the contact information you provide on your membership form to contact you. Most contact will be via email although we may also communicate with you via WhatsApp for the reasons stated in the “How we use your information” section above.

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 mxfencing@gmail.com.

**COMPLAINTS**

In the event that you have any complaints about the way in which your data is being handled, then please email the Chair or Secretary at mxfencing@gmail.com. Your complaint will be acknowledged and we will then follow our complaints procedure as outlined in our Complaints Policy and Procedure document.