**Bristol Fencing Club**

**Data Protection Policy for Members**

Bristol Fencing Club (hereafter ‘BFC’) treats your privacy rights seriously. This privacy policy sets out how we will deal with your ‘personal information’, that is, information that could identify, or is related to the identity of, an individual.

What data we collect and how we use it is guided by the law. We only collect minimal data and use it in ways that members would reasonably expect for administration and information purposes.

WHAT PERSONAL INFORMATION WE COLLECT and HOW WE COLLECT IT

When you express an interest in becoming a member of BFC, take a training course or come as a visitor to our club you will be asked to provide certain information. This includes:

Name, home address, email address, telephone number, date of birth, subscription preferences, emergency contact details, British Fencing membership number.

All the information collected is obtained directly from you, or maybe, in the case of a minor or a vulnerable adult, from a parent or guardian. This is usually at the point of your initial registration. When you provide your personal information for membership purposes it will be recorded for future use.

In the course of your fencing career we might also collect photos or videos in connection with fencing events and we might keep a record of your fencing results and rankings.

HOW WE USE YOUR PERSONAL INFORMATION

The information you provide is used for the purpose of club administration and for communicating with you about:

 membership and renewal of membership (BFC and British Fencing)

 BFC and British Fencing administration, events and activities

 local, regional, national and international fencing news, events and activities

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may share personal information with any party approved by you.

We may disclose information about you, including your personal information:

 Internally - to committee members as required to facilitate your participation in BFC activities

 Externally – as necessary to other fencing bodies, usually for administrative purposes

 If we have a statutory duty to disclose it for other legal (HMRC) and regulatory reasons (this is subject to explicit consent).

We may use photo or video material for the purposes of promoting the club or our events, providing you have given consent.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information will not be stored for longer than 12 months after you have informed us that you have ended your membership of the club.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, you need to inform the BFC Committee Officers of any changes to your personal information.

HOW WE STORE YOUR PERSONAL INFORMATION

We have in place security safeguards to protect your personal information against loss or theft, as well as unauthorised access or use.

CHANGES TO THIS POLICY

This policy may change from time to time. If we make any material changes we will make members aware of this via an email.

AKP/revised 16 May 2020