

Edinburgh Fencing Club Privacy Policy

Version: 1.0

Last Reviewed: July 24th, 2021

Next Review: July 1st, 2022

How do we obtain your personal information?

Edinburgh Fencing Club collects information in the following ways:

When you give it to us directly

You may give us your information when registering for membership via the club website, respond to a communication from us, sign up for an event, or join our mailing or email list. Some of the ways we receive this information includes: on a secure form on our website, when you contact us by phone, post or email, speaking to you in person, when you provide information to us via one of our social media channels such as Facebook or Twitter.

What information do we collect?

Personal information is any information that can be used to identify you. For example, this can include your name, address, telephone number, personal or work email address, date of birth, bank details, and credit or debit card details. We only collect personal information that is relevant to the type of interaction you have with Edinburgh Fencing club. For example, we will only collect your credit or debit card details in order to process membership payments or donations.

Direct Debit transactions are processed through a third party supplier; GoCardless. Their terms and conditions can be found at their [website](#).

How do we use your information?

How we use your information largely depends on the reason you have provided it to us. We may use your information in the following ways:

- To keep a record of your relationship with Edinburgh Fencing Club and for internal purposes, such as administration and accounting.
- To look into complaints or legal issues.
- To give you information you have asked for, update you on our activities and provide you with opportunities to support and get involved with Edinburgh Fencing Club.
- To carry out analysis and research which helps us understand how we are doing and improve our communications with you.
- To ensure that you are a member of British Fencing to comply with insurance requirements.
- To make reasonable adjustments to accommodate fencers with disabilities or additional support needs.
- To help us provide the best care if you have a medical condition, sustain an injury or have a medical emergency while at the club.

How long do we keep your information?

We will hold your personal information on our systems only for as long as is necessary for the relevant activity.

We will generally treat any consent that you give us as lasting no more than 36 months (3 years) from the date you give your consent, or from the date of the last interaction you have with us. For example, we may retain your personal information for 6 months after you have ended your membership with the club.

If at any time you withdraw your consent or change your preferences, your wishes will be acted on immediately and will take effect within the timescale laid out below.

Who do we share your information with?

Edinburgh Fencing Club will only use your information within our organisation for the purposes for which it was provided and for our own planning and analysis. We will not, under any circumstances, sell your personal data to any third party, and will only share data with other organisations for the purposes described below. You will not receive marketing from any other companies, charities or organisations as a result of giving your details to us.

Other Clubs

If you receive a discounted membership due to your membership of another club or organisation (e.g. Edinburgh University Fencing Club) or utilizing your reciprocal rights with another club, your details may be shared with the relevant organisation to confirm you are eligible for the concession.

British Fencing

In order to comply with British Fencing regulations, and to ensure all club fencers are appropriately insured, the club may share your information with British Fencing and Scottish Fencing to confirm your membership.

EFC Coaches

EFC Coaches may be given access to your personal information for the purposes of running classes and providing the best possible care in the event of an injury or medical emergency.

Accessing and updating your personal information

If you let us know about any changes to your personal circumstances, we will always comply with your wishes. We will endeavour to respond to and effect any changes notified to us by phone, email or mail within 7 days from receipt of the communication. Due to the nature of physical mail, changes made by mail may take longer to take effect, but we will endeavour to comply with your wishes as quickly as possible.

Sometimes we may have to contact you about something that is not related to membership or marketing. For example, if you have a direct debit with us, we are required to let you know about any changes to your direct debit. Opting out of postal communications will not stop this type of communication unless you cancel your direct debit. If you have any concerns about this type of contact, please get in touch with us.

Please also be aware that you will be unable to take part in club fencing activities if we do not hold the necessary personal information about you.

Contact us

You are in control of your personal data and you have the right to request access to the information we hold about you. Should you wish to, you can use this Template SAR Request Letter to do so. In addition, if you have any questions about this policy statement or about how we use your data, you can do this by contacting us:

By post: Edinburgh Fencing Club, 2-20 Chalmers Street, Edinburgh, EH3 9ES

By email: info@edinburghfencingclub.co.uk

By telephone: 07957289718

Information Commissioner's Office

If we have been unable to deal appropriately with your question or complaint you have a right to refer the matter to the Information Commissioner's Office (ICO). Their contact details are:

By post: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 or 01625 545745

More information about the ICO and about how to make a complaint, or ask a general question about data protection, is available on their [website](#).