

PRIVACY NOTICE

Under the Data Protection (Bailiwick of Guernsey) Law, 2017, individuals have a right to be informed about how Guernsey Union D'Escrime ("GUE") uses any personal data that we hold about them. We comply with this right by providing this 'privacy notice' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about members and other parties that may engage with GUE. For the purposes of data protection law, the Board of directors of GUE are the 'data controller' and the 'data processors'.

The personal data we hold

Personal data that we may collect, use, store and share (where appropriate) about members 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 members and/or parents and carers of members
- Provide an appropriate level of care to all members whilst they attend fencing activities
- Protect member welfare
- To keep a record of fencing activities that have taken place
- Provide information to other parties that may need the information (e.g. training or competition venues)

Type of Personal Data used	Reason for processing	Legal Basis
Member/Parent/legal guardian/carer contact details (name, email and postal addresses and telephone numbers) Member full name, DOB and British Fencing Number	Enable us to communicate relevant information about fencing and Club activities with our members and/or their parents, legal guardians and carers including upcoming fencing events, competitions, training dates and trips.	Legitimate Interests

Type of Personal Data used	Reason for processing	Legal Basis
Parent /legal guardian/carer contact details (name, email and postal addresses and telephone numbers)	Enable us to contact parents, legal guardians and/or carers in the event of an emergency	Vital Interests
Attendance and attainment Information	Enable us to monitor attendance at fencing and Club activities including competition participation and results	Legitimate Interests
Member medical or health related information including special educational needs	Protect member welfare including safeguarding members' interests and to ensure we comply with any health and safety requirements.	Legal Obligation
Details of events, photographs and video images	Public communications of GUE activities	Legitimate Interests

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 GUE through the British Fencing Sports80 website . 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.

All data relating to members and other parties may be stored in the British Fencing Sports80 website, in electronic file storage or emails with access limited to members of the Board of GUE.

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:

- British Fencing and associated organisations
- Sports Commission
- 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.

Members, Parents and Carers regarding personal data

Members have a right to make a 'subject access request' to gain access to personal information that GUE 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 GUE 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 GUE.

Complaints

If you have any concern about our data processing, please first contact correspondence@gue.gg.

Alternatively, you can make a complaint to The Office of the Data Protection Authority, 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 correspondence@gue.gg.