

# PRIVACY NOTICE

Under the Data Protection (Bailiwick of Guernsey) Law, 2017 (“**the DP Law**”), 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 (**Special Category Data**)
- Attendance information
- Safeguarding information
- Photographs and photographic images captured during the course of fencing activities
- Qualifications and training records (for coaches and welfare officers)

In addition for employees (where relevant) we hold:

- Qualifications and training records
- 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	Source of Data	Reason for processing	Legal Basis	Timeframe Held
Member/Parent/legal guardian/carer contact details (name, email and postal addresses and telephone numbers)	Sports80 (updated by member / parent / legal guardian / carer)	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	On Sports 80 - Until Member deletes data.
Member full name, DOB and British Fencing Number	Applications for events (submitted by member / parent / legal guardian / carer)			Event Information – 6 months post the event

Type of Personal Data used	Source of Data	Reason for processing	Legal Basis	Timeframe Held
Parent /legal guardian/carer contact details (name, email and postal addresses and telephone numbers)	Sports80 (updated by member / parent / legal guardian / carer)  Applications for events (submitted by member / parent / legal guardian / carer)	Enable us to contact parents, legal guardians and/or carers in the event of an emergency	Vital Interests	On Sports 80 - Until Member deletes data.  Event Information – 6 months post the event
Attendance and attainment Information	Sports80 (updated by member / parent / legal guardian / carer)  GUE website or social media account (Facebook)	Enable us to monitor attendance at fencing and Club activities including competition participation and results	Legitimate Interests	On Sports 80 - Until Member deletes data.  Event Information – For as long as GUE maintains records of events and attainment.
Member medical or health related information including special educational needs  <b>This is Special Category Data</b>	Sports80 (updated by member / parent / legal guardian / carer)  Applications for events (submitted by member / parent / legal guardian / carer)	Protect member welfare including safeguarding members' interests and to ensure we comply with any health and safety requirements.	Vital Interests and Legal Obligation	On Sports 80 - Until Member deletes data.  Event Information – 6 months post the event  Welfare Information – the legal requirement for holding information.
Details of events, photographs and video images	GUE website or social media account (Facebook)	Public communications of GUE activities	Legitimate Interests	Event Information – For as long as GUE maintains records of events and attainment.

## 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 (e.g. photos at events)..

## How we store this data

We keep personal information about members whilst they are members of GUE through the British Fencing Sports80 website. This information is updated by the member and it is important that the member ensures that their record is accurate in order for the information that we use is accurate. 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

Individuals have **10 rights** under the DP Law. Below are a list of those 10 rights:

- RIGHT #1: Right to information for personal data collected from data subject (**the DP Law** - sections 12 & 13)
- RIGHT #2: Right of access (**the DP Law** - section 15)
- RIGHT #3: Right to object to processing for direct marketing purposes (**the DP Law** - section 17)
- RIGHT #4: Right to object to processing on grounds of public interest (**the DP Law** - section 18)
- RIGHT #5: Right to object to processing for historical or scientific purposes (**the DP Law** - section 19)
- RIGHT #6: Right to rectification (**the DP Law** - section 20)
- RIGHT #7: Right to erasure (**the DP Law** - section 21)
- RIGHT #8: Right to restriction of processing (**the DP Law** - section 22)
- RIGHT #9: Right not to be subject to decisions based on automated processing (**the DP Law** - section 24)
- RIGHT #10: Right to data portability (**the DP Law** - section 14)

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](mailto: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](mailto:correspondence@gue.gg).