



Greater Manchester Fencing C.I.C.

Directors

Richard Lloyd-Jones, Mary Cohen, Margaret Lloyd-Jones and Richard Moir

Privacy Notice for our Members

We at Greater Manchester Fencing (“GMF”) want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our members, we make sure we just do that and what to do in case you have any questions for us or want to see what information we have.

We are, what is known as, a data controller. This means we have control over how your details are used and who we pass them to.

1. What type of details do we collect from you?

- Full name
- Home address
- Contact details (telephone, mobile and email)
- Gender
- Preferred pronoun to use for you at fencing
- Date of birth
- Date you join us
- If competing, which category you fall into, competitions you enter and results from these competitions
- Emergency contact information
- Video footage of you training and/or competing
- Photographs of you training and/or competing
- Records of when you ask us to do something (e.g. requesting photographs of yourself training)
- Feedback and analysis of competitions you have attended and records of your training and progress
- Any disciplinary information or details of any issues you have with us at GMF
- Your BFA membership number

2. Special categories of personal information

We may also hold and use what is called “special information” such as medical information (allergies, medications, disability, medical condition or learning difficulty) or any injuries you may have/had. We store this information:

- to ensure that the club is fully inclusive and that we don’t discriminate based on any disability or medical grounds (visible or invisible)
- so that we make any adaptations needed to enable you to access the club sessions (as far as is possible within the limitations of the centre we train in)
- in case of emergency we are able to inform the emergency services of known medical issues/medications



Greater Manchester Fencing C.I.C.

Directors

Richard Lloyd-Jones, Mary Cohen, Margaret Lloyd-Jones and Richard Moir

3. How do we collect this information?

We will normally collect personal information about you when you become a member of Greater Manchester Fencing (“GMF”) or when you want to talk to us on the phone, by e-mail or in some other way. We also collect your feedback and notes after competitions to help us to design your training to suit you better.

Every 12 months from the month you first sign up we will provide a summary of the information we hold on file and ask you to confirm this is still up to date and if not, to provide up to date information.

Any paperwork that we receive is transferred to our electronic database. Paper forms are then scanned to ensure we have a copy of signatures on relevant forms which is then stored on our google drive. Paperwork is then shredded so that no paper copies are stored.

4. How do we use your information?

What do we use your information for?	What type of information do we use?	What reason do we have to use it (the legal part)?
To make sure the club runs as smoothly as possible and we provide the best club that we can	All contact and membership details	We need this so we can manage the club well and ensure that we do a good job. Our database is stored securely on google drive. This is only accessible by GMF admin staff, and head coach. Information that is needed for in sessions (such as medical information) is shared with club coaches as required.
To make sure you are properly insured by British Fencing in case you have an accident whilst fencing, or cause one whilst fencing	Your BFA number	We need this information in order to follow the rules for a BFA affiliated club and to make sure that all members have insurance
To provide you with any GMF branded kit, or any generic fencing kit you order through us	All contact and membership information Any information relating to gender, size, and adaptations you may need to kit due to a pre-existing condition and/or disability Parent/guardian payment information for those under 18	We need this information to ensure you get the items you ordered. We also use this information to ensure the kit you request meets your needs and also the requirements of the sport (i.e. the right level if you wish to compete). If payment is made by card, we record the method of how someone pays (i.e. that it was a card transaction) but not the card information itself.
To help you if you have a question or you are not happy with something that we have done	Contact details for you and notes about the conversation	It is in our interests and yours to make sure we have records of anything our members are not happy with. This is to ensure that



Greater Manchester Fencing C.I.C.

Directors

Richard Lloyd-Jones, Mary Cohen, Margaret Lloyd-Jones and Richard Moir

		these concerns are logged and addressed quickly.
To keep an accurate record of all information you provide us in your registration documents to have an accurate list of who is a member of GMF	All of the personal information provided in the registration document	It is in our interest to ensure we have an accurate record of all members. Sometimes this information is because we have a legal responsibility to do so and some of it is to ensure that we manage your membership to the best of our ability and help develop you as a fencer (i.e. competitions). If we use any information we listed above under 'special information we will only do so based on the reasons also stated above in section 2.
To promote fencing and/or Greater Manchester Fencing "GMF"	Any photograph or video footage	We only use footage where all members in the video/photograph have provided consent. It is a requirement where the fencer is under 18 that we have both fencer and parental consent. At GMF we gain the consent of all members irrespective of age to ensure all fencers are happy to be in any media we use. Where the fencer has not provided consent, we may use footage you are in providing there is nothing identifiable (i.e. name on jacket, face etc.)
To make sure we are working and training within health and safety guidelines	Information listed under medical/disability to ensure we have an accessible centre	We keep this information to ensure that we can adapt as far as we can your access to fencing. For instance, this may include support with instructions for communication difficulty, or support with the kit for fencer's with motor skill difficulty.
To keep track of competitions and events our members attend	Details about your performance: event, date, scores at the event and overall position at the end. Notes post-competition where both fencer and coach analyse and reflect on the competition.	We use this information to help us plan any specific coaching you may need to help develop your fencing further.



Greater Manchester Fencing C.I.C.

Directors

Richard Lloyd-Jones, Mary Cohen, Margaret Lloyd-Jones and Richard Moir

<p>To ensure you are able to fence safely by adapting coaching styles, ensuring you are well enough to participate, and making changes as far as possible to the training centre.</p>	<p>Records of any injuries or disability which may impact your fencing.</p>	<p>We record injuries and accidents on an 'accident and injury' form which is also sent to British Fencing electronically. The paper form is then scanned into our system, stored on our google drive, and then the paper version is shredded.</p>
<p>To assess your performance, irrespective of competitions, and to find out what else we can do to develop and improve your skills as a fencer whilst training with GMF</p>	<p>Details about your performance (video, photograph, written records of conversations) and in some cases logs of skills taught in lessons where these are different from whole group teaching.</p>	<p>We need this information to ensure we work methodically and develop skills in the right way.</p> <p>We also use this information to track what the club as a whole is working on (skills being taught).</p> <p>Where adaptations are made due to specific injury, illness or disability we will do this for reasons listed in section 2.</p>
<p>To put together all the information we need in case there are any disciplinary issues, or other issues with your membership with GMF or British Fencing.</p>	<p>All of your personal details provided in the registration document.</p>	<p>It is in everyone's interest that we provide, and run, a safe place to train in.</p> <p>We keep the information about all members to ensure that we are fair to all and do not discriminate on any grounds (i.e. race, religion, gender, ethnicity, disability, age, sexual orientation).</p> <p>In the event that we need to deal with any complaint or disciplinary issue we will use the information stored to, inform relevant people (i.e. where needed, inform British Fencing, Police any regional governing body as required).</p>

5. How can you hear about things happening at GMF?

Where fencers (or their parents) agree to be contacted by 'whatsapp' we send out broadcast messages about things happening on a weekly basis. This is our primary means of communication however it does not need to be how we contact you.

We will contact you by your preferred method as stated on your registration form. Other options for communication are email and through our club facebook page. We also post all news information on our club website.

6.



Greater Manchester Fencing C.I.C.

Directors

Richard Lloyd-Jones, Mary Cohen, Margaret Lloyd-Jones and Richard Moir

6. Who else may use your details?

We do not pass details onto anyone else unless for the following reasons:

- To any regional or governing body: to help us to improve and keep an eye on developments in the sport
- The Government or our regulators: where the law tells us to do so or to help them with any investigations.
- Police, law enforcement and security services: to help them with any investigation, prevention of crime or matter of national security.

We may share information within the club but solely with other staff and for the purpose of supporting you at GMF (i.e. if one of other coaches is supporting you in Richard's absence we will inform them of anything that may impact your experience at GMF such as illness, injury, disability or other disclosed information provided in your registration pack). This information is only shared with staff on a need to know basis and all staff treat information with respect and privacy.

7. Are your details safe?

We take the privacy of our members' personal information very seriously at GMF. Once your registration pack is received it is looked at by Richard Lloyd-Jones and then passed to our admin team (namely Aimee Follows) who then inputs this information to our database. She also scans the paperwork that has signatures on where needed and then all documents are shredded.

The only staff that can access the database are Richard Lloyd-Jones (Head Coach) and our administration team (Aimee Follows and Maggie Lloyd-Jones).

8. How long do we keep your information for?

We hold all the information provided to us at the point of registration until you leave GMF.

If at any point you leave GMF we maintain a note of your full name, a contact telephone number and email address and also the dates you joined/left us. This is so that we can monitor our member numbers and help us to plan for the development of the club. It also helps us if members get back in touch to have a note of when you were last with us as some fencers may train with us periodically due to work/study.

Every 12 months from the month you first join us, our admin team will create a sheet of the information we hold on file for you. This will be sent to you (electronically where possible or in a sealed envelope if we do not hold an email address for you). We do this so that we can confirm the information we have on file is accurate and up to date. This means that we have to ask all members on a regular basis to check if the information is accurate.

If in the interim months there are changes to information (e.g. new contact information or any changes to medical information) we ask that you speak with our admin team (GMFenquiries@gmail.com) or speak to one of the coaches at your next session.

9.



Greater Manchester Fencing C.I.C.

Directors

Richard Lloyd-Jones, Mary Cohen, Margaret Lloyd-Jones and Richard Moir

10. What are your rights?

Ultimately it is your information we have hold of and we will use this information only as directed by you, the fencer (or both fencer and parent in the event that the fencer is aged under 18 at the time of joining GMF).

You can ask us:

- To tell you how we are using your information
- To provide you a copy of information we have on you
- To correct, update or delete information we have on you
- To delete all the information we have on you, unless we have a good reason not to such as a safeguarding concern, or an incident which needs investigating
- To stop using your information in a certain way (e.g. preferred method of contact)

11. What happens if we need to update or change this policy?

Keep an eye out for changes to this policy online. If we make big changes this will be communicated via email or through our broadcast messages, and also on our website. Of course, where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

12. What can you do if you have questions about this policy?

Please get in touch with us either in person at the club or by email at GMFenquiries@gmail.com

13. What information is held specifically related to COVID-19?

Whilst the current rules are in place by the government we hold some information for 21 days, specifically for track and trace purposes. This will include your full name, contact information (address and phone numbers). This information will be shared with NHS Track and Trace if needed.