



Southampton Epee Club Privacy Policy

This policy is written to be child-friendly so that it may be read by our junior members.

We at Southampton Epee Club want to make sure all the personal details we hold about you are safe and secure, so we have put together this policy to tell all of our members, *whether you are a player/participant or simply a fan of the sport*, how we make sure we do just 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.

Sometime organisations need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. We don’t need to have Data Protection Officer, but we have Prof. Andrew Norris instead to make sure your details are safe. He can be contacted at andrew@southampton-epee.co.uk in case you have any questions.

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

We might collect the following **personal details** about you before, during or after your time as a member, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your date of birth;
- your gender;
- membership details including when you signed up to be a member and any date you decide to leave us;
- your British Fencing membership number;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- payment details so that we can receive payments from you and details of any payments you make;
- records that tell us when you were at our training sessions and other events;
- videos and photos of you;
- records of whether you play at a county/national level;
- details of family members, and other people we might need to contact in case of an emergency;

This document was produced from templates provided by the Sport and Recreation Alliance, which was commissioned by Sport England to help the sector meet the legislative requirements of the General Data Protection Regulation (GDPR).



- records of your rankings, including any competition results, what competitions you have attended and how well you are performing on any development programme you are registered to;
- your feedback and ideas about Southampton Epee Club;
- any disciplinary information or details of any issues you have us or we have with you;

2. Special categories of personal information

We may also hold and use what is called “**special information**” such as: your race, background and which part of the world you or your family members are originally from; whether you have any religious beliefs; and any information about your health, such as any injuries you have/have had or times you may not have been very well. We will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

In the table below, we refer to these as the “**special reasons**”.

3. Where do we get this information from?

We will normally collect personal information about you when you sign-up to our mailing list via our website (www.southampton-eppee.co.uk), become a member of Southampton Epee Club, sign-up for one of our courses or events, or when you talk to us on the phone, by e-mail or in some other way. From time to time we will also collect your feedback to help us improve what we offer you and help you with your training.



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?
To make sure your membership with us runs smoothly and we can provide the very best service for you.	All contact and membership details, any chats we have had and your likes and dislikes.	We need all this information to make sure we do a good job in managing your membership with us.
To make sure you are properly insured by British Fencing in case you have an accident or cause one while fencing.	Your British Fencing membership 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 merchandise or other services/products you have ordered from us.	All contact and membership details. Your payment information.	We need all this information to make sure you get the products and services you ordered.
To send you information which we think you might like based on the type of membership you have with us, such as details about training sessions, courses, competitions and events we are running or that you might be interested in, offers and discounts and any updates on fencing.	All contact and membership details.	We need all this information to make sure we do a good job in managing your membership with us.
To help you if you have a question or you are not happy with something we have done.	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
We will keep all of your details on our files.	All of your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to. If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above.
To promote the sport, our events and membership packages.	Any photos or videos of you.	In accordance with our photography policy.



Privacy Policy

V. 1 – 25th May 2018

<p>To make sure we are keeping up with health and safety.</p>	<p>Details of the events and competitions you have attended.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe place to play your sport. Sometimes we may have to keep your details because the law tells us we have to.</p>
<p>To register you on to and keep track of any events and competitions you attend.</p>	<p>Details about your performance (but we won't use any 'special information') and the events or competitions you have attended.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p>
<p>We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.</p>	<p>Details about your performance and the events or competitions you have attended.</p> <p>Your feedback and ideas about Southampton Epee Club.</p> <p>We might also hold details about your health and any club or British Fencing membership.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme. If we use any information about your health, we will only do so on the basis of one of the 'special reasons' we talked about above.</p>
<p>We might use details about your health (including any injuries or disability) to make sure you are playing in a safe environment by making changes to the design of our sports facilities and to ensure you are well enough to participate.</p>	<p>Details about your health.</p>	<p>We will only use this 'special information', on the basis of one of the 'special reasons' we talked about above.</p>
<p>To put together all the information we need in case there are any disciplinary or other issues with your membership.</p>	<p>All of your personal details.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport. If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>
<p>To make sure we are fairly offering opportunities to everyone.</p>	<p>Name, date of birth, gender, information</p>	<p>It is in our interests to make sure we provide you and others like you with the same</p>



	which part of the world you or your family are from, details about your health and performance.	opportunity to get into sport no matter who you are and where you come from If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above.
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In some cases, we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting andrew@southampton-epee.co.uk.

5. How can you stop us from marketing to you?

Sometimes we may wish to contact you by email to tell you about things we think you might like. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by unsubscribing from our mailing list. **Look out for a link at the bottom of any messages we send via our mailing list which will put a stop to further emails.**

6. Who else may use your details?

We may send your details to others to help us run our organisation. These are:

- Anyone you have said you are happy for us to send your details to.
- 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.

7. Are your details safe?

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We will use your details securely and will only use them in accordance with this policy.



Did you know that all ‘data controllers’ based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe? That is why we don’t share your personal details to anyone outside of the UK and the European Union.

8. How long do we keep personal information for?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 6 years after you last get in touch with us.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting us at andrew@southampton-eppee.co.uk.

9. What are your rights?

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example; and
- to stop making decisions about you using automated technologies which analyse your personal details e.g. performance software

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at andrew@southampton-eppee.co.uk.



10. What happens if we need to change this notice?

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. 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.

11. How can you get in touch?

If you have a question or a complaint, you can always get in touch by writing to us at 103 Cowley Close, Southampton, SO16 9WE or andrew@southampton-epee.co.uk.