

# PRIVACY NOTICE

## Knightsbridge Fencing Club

*How we collect, use, and protect your personal data*

Last updated: April 2026 | Version 1.0

This Privacy Notice explains how Knightsbridge Fencing Club collects, uses, stores, and shares personal data about members, including junior members. It applies to all members, parents, and guardians. Please read it carefully and contact us if you have any questions.

## 1. Who We Are

<b>Club Name</b>	Knightsbridge Fencing Club
<b>Website</b>	<a href="http://www.knightsbridgefencingclub.com">www.knightsbridgefencingclub.com</a>
<b>Data Controller</b>	Tamas Kovacs
<b>Contact Email</b>	<a href="mailto:info@knightsbridgefencingclub.com">info@knightsbridgefencingclub.com</a>
<b>ICO Reg. Number</b>	ZB243730
<b>ICO Registration</b>	Knightsbridge Fencing Club is registered with the Information Commissioner's Office (ICO) as a Data Controller, as required under section 108 of the Data Protection Act 2018. Registration is renewed annually.

## 2. What Data We Collect

We collect the following categories of personal data when you or your child registers as a member:

Category	Examples
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Identity data	Full name, date of birth, gender
Contact data	Email address, telephone number, home address
Membership data	British Fencing membership number, membership type, payment history
Emergency contact data	Name, relationship, and telephone number of a parent, guardian, or emergency contact
<b>Health data (Special Category)</b>	Medical conditions, allergies, medications, physical limitations, or other health information relevant to safe participation in fencing — provided voluntarily by the member or parent/guardian
Photography / video	Images and videos taken at training sessions, events, and competitions (only where consent has been given)
Correspondence	Emails and messages sent to the club

We collect only the minimum data necessary for the purposes described below. You are not required to provide health information, but where relevant health conditions exist, we strongly encourage disclosure so that our coaches can keep your child safe.

### 3. Why We Use Your Data (Purpose and Legal Basis)

UK GDPR requires us to have a lawful basis for every type of processing. The table below sets out what we use your data for and the legal basis we rely on.

Purpose	Data Used	Legal Basis
Administering your membership and collecting fees	Identity, contact, membership data	Article 6(1)(b) — Performance of contract
Organising training sessions and competitions	Identity, membership data	Article 6(1)(b) — Performance of contract
Ensuring the safety of members during training	Identity, emergency contact, health data	Article 6(1)(f) — Legitimate interests in member safety; Article 6(1)(d) — Vital interests
Sharing health information with coaching staff for safeguarding and safe participation	Health data	Article 9(2)(a) — Explicit consent; Schedule 1 Part 2 para. 18 DPA 2018 — Safeguarding of children
Contacting emergency contacts in case of incident	Emergency contact data	Article 6(1)(d) — Vital interests of the data subject
Registering members with British Fencing for insurance and competition	Identity, membership data	Article 6(1)(b) — Performance of contract

Photography and video for club promotion	Images/video	Article 6(1)(a) — Consent (opt-in, separately obtained)
Responding to your enquiries and communications	Correspondence, identity, contact	Article 6(1)(f) — Legitimate interests

## 4. Who We Share Your Data With

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We do not sell, rent, or trade your personal data. We share it only where necessary for the purposes above:

- Coaching staff and volunteers — authorised coaches and club officials may access relevant member data (including health information, where consent has been given) on a strict need-to-know basis for safeguarding and safe delivery of coaching. All coaches operate under a signed Data Processing Agreement with the club.
- British Fencing — member identity and BF membership details are shared as required for insurance and competition registration.
- Emergency services — in a medical emergency, relevant personal and health data may be disclosed to the emergency services or medical personnel.
- Welfare Officer — the club's designated Welfare Officer ([jean\\_lalion@hotmail.com](mailto:jean_lalion@hotmail.com)) has access to safeguarding-relevant data as required.
- ICO and legal authorities — where required by law or regulatory authority.

We do not transfer personal data outside the United Kingdom.

## 5. Special Category Data (Health Information)

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Health data is legally classified as Special Category data under Article 9 of the UK GDPR and receives the highest level of protection. We only collect and process health information with your explicit consent and for the sole purpose of keeping your child safe during fencing activities.

If you have disclosed health or medical information about yourself or your child, this information:

- Is stored securely and accessed only by authorised club staff
- Is shared with the coaching member responsible for your child's training session on a need-to-know basis
- Is never used for any purpose other than ensuring safe participation and emergency response
- May be updated at any time — please contact us if your child's health needs change

You may withdraw consent for us to hold health data at any time. Please note that if relevant health information is not disclosed, we may not be able to make appropriate adaptations to ensure safe participation.

## 6. How Long We Keep Your Data

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Data Type	Retention Period
Membership and contact data	For the duration of membership plus 2 years after membership ends
Health / Special Category data	For the duration of membership only. Deleted promptly upon membership ending, unless legal obligation requires otherwise
Financial / payment records	7 years from the date of transaction (HMRC requirement)
Photography / video	Until consent is withdrawn or membership ends, whichever is sooner
Safeguarding records	In accordance with British Fencing safeguarding guidance — typically until the child reaches age 25
Correspondence	7 years from last contact

## 7. Your Rights

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Under UK GDPR, you have the following rights regarding your personal data:

<b>Right of Access</b>	You can request a copy of all personal data we hold about you or your child (a 'Subject Access Request'). We will respond within one month.
<b>Right to Rectification</b>	You can ask us to correct inaccurate or incomplete data at any time.
<b>Right to Erasure</b>	You can ask us to delete your data in certain circumstances — for example, when it is no longer necessary for the purpose it was collected.
<b>Right to Restrict Processing</b>	You can ask us to pause processing your data in certain situations while a concern is being resolved.
<b>Right to Object</b>	You can object to processing based on legitimate interests. We will assess whether our interests override yours.
<b>Right to Withdraw Consent</b>	Where processing is based on your consent (including health data and photography), you may withdraw consent at any time without affecting the lawfulness of prior processing.
<b>Right to Complain</b>	You have the right to complain to the ICO at any time: <a href="https://ico.org.uk">ico.org.uk</a>   0303 123 1113

To exercise any of these rights, please contact: [info@knightsbridgefencingclub.com](mailto:info@knightsbridgefencingclub.com)

## 8. How We Protect Your Data

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- Member data is stored in password-protected systems & secure cloud platform
- Access to personal data is restricted to authorised club staff and coaches on a need-to-know basis
- Coaches who access member data sign a Data Processing Agreement committing to confidentiality and security obligations
- We do not send Special Category health data via unsecured messaging platforms
- In the event of a data breach, we will notify affected individuals and the ICO as required by law

## 9. Children

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Many of our members are under the age of 18. Where a member is a child, parental or guardian consent is required for data collection and processing. We take particular care to protect children's personal data and health information. Parents and guardians may exercise data rights on behalf of their child at any time by contacting us.

## 10. Updates to This Notice

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We may update this Privacy Notice from time to time. When we make material changes, we will notify current members by email and update the version date at the top of this document. The current version is always available on our website at [www.knightsbridgefencingclub.com](http://www.knightsbridgefencingclub.com).

## 11. Contact Us

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<b>Club</b>	Knightsbridge Fencing Club
<b>Email</b>	<a href="mailto:info@knightsbridgefencingclub.com">info@knightsbridgefencingclub.com</a>
<b>Website</b>	<a href="http://www.knightsbridgefencingclub.com">www.knightsbridgefencingclub.com</a>
<b>ICO (complaints)</b>	<a href="http://ico.org.uk">ico.org.uk</a>   0303 123 1113