PRIVACY NOTICE

Knightsbridge Fencing Club

How we collect, use, and protect your personal data

Last updated: October 2026 | Version 1.4

This Privacy Notice explains how Knightsbridge Fencing Club collects, uses, stores, and shares personal data about members and participants, including junior members. It applies to everyone who books a session, takes a trial class, or joins as a member, and to their parents and guardians. Please read it carefully and contact us if you have any questions.

1. Who We Are

Club Name	Knightsbridge Fencing Club
Website	www.knightsbridgefencingclub.com
Data Controller	Knightsbridge Fencing Club Limited Company number 07151400 Office One, 1 Coldbath Square, Farringdon, London, EC1R 5HL
Contact Email	info@knightsbridgefencingclub.com
ICO Reg. Number	ZB243730
ICO Registration	Knightsbridge Fencing Club Limited 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 book a session or trial class, and when you or your child registers as a member:

Category	Examples
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
Health and additional needs data (Special Category)	Medical conditions, allergies, medications, physical limitations, and any behavioural, developmental, learning, sensory or additional needs relevant to safe participation in fencing, including ADHD, autism and other neurodivergence. Provided voluntarily by the participant or their parent or 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 or additional needs information, and it is not a condition of taking part.

Where a relevant condition or need exists we strongly encourage disclosure, because fencing is a weapon sport and it helps our coaches keep everyone 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
Taking bookings for classes, trials and camps	Identity, contact data	Article 6(1)(b) — Performance of contract
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
Holding health and additional needs information, and telling the coaches running a session what they need to know to keep participants safe and respond in an emergency (for example an allergy, asthma or the use of an EpiPen)	Health / additional needs data	Article 9(2)(a) — Explicit consent, obtained through a separate opt-in on our forms; 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, obtained separately on our forms)
Responding to your enquiries and communications	Correspondence, identity, contact data	Article 6(1)(f) — Legitimate interests

4. Who We Share Your Data With

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

- **Club director and senior staff** — access to member records, including health and additional needs information, is limited to the club's director and its two senior staff members. They access it on a strict need-to-know basis for safeguarding and the safe delivery of coaching, and the two senior staff members have each signed a data protection agreement with the club. They tell the coaches running a session, in person or by phone, only the essential safety information those coaches need (for example an allergy, asthma or the use of an EpiPen). Our other coaches do not have access to member records or files.
- **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 Officers** — the club's Welfare Officers, Jean Lelion (jean_lelion@hotmail.com) and Judit Homola (judithomola1983@gmail.com), have access to safeguarding-relevant data as required.
- **ICO and legal authorities** — where required by law or regulatory authority.

4a. Service Providers and International Transfers

We use established service providers to run the club. Some of them process data outside the United Kingdom. Where that happens, the transfer is covered by the safeguards required under UK GDPR — the UK International Data Transfer Agreement, or the EU Standard Contractual Clauses with the UK Addendum — which those providers have in place.

Provider	What it processes
Wix	Our website, booking forms and membership form, and the submissions made through them
Google (Gmail, Drive, Sheets and Forms)	Our club email, our member records and spreadsheets (including any health and additional needs information), and our allergy, asthma and seizure forms, where a parent chooses to complete one
Xero	Invoicing and payment records
British Fencing / Sport80	Membership registration, insurance and competition entry

We do not transfer personal data to any other third party outside the United Kingdom.

5. Special Category Data (Health and Additional Needs)

Health and additional needs 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 it with your explicit consent, given through a separate opt-in on our booking and membership forms, and for the sole purpose of keeping participants safe during fencing activities.

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

- Is stored securely and accessed only by the club's director and two senior staff members
- Is shared with the coaches running your child's session only as far as needed to keep them safe and to respond in an emergency (for example an allergy, asthma or the use of an EpiPen), and only by a senior member of staff in person or by phone
- 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 or support needs change

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

6. How Long We Keep Your Data

Data Type	Retention Period
Financial and payment records	7 years from the date of transaction (HMRC requirement)

Data Type	Retention Period
Safeguarding and incident records	In accordance with British Fencing safeguarding guidance — typically until the child reaches the age of 25
Everything else — membership, contact, emergency contact, health and additional needs, photography and video, and correspondence	Until 2 years after membership ends

We clear expired records once a year, at the start of the autumn term. Photographs and video are removed sooner if consent is withdrawn, and health and additional needs information is removed sooner on request.

7. Your Rights

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

Right of Access	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 — see section 7a below.
Right to Rectification	You can ask us to correct inaccurate or incomplete data at any time.
Right to Erasure	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.
Right to Restrict Processing	You can ask us to pause processing your data in certain situations while a concern is being resolved.
Right to Object	You can object to processing based on legitimate interests. We will assess whether our interests override yours.
Right to Withdraw Consent	Where processing is based on your consent (including health and additional needs data, and photography), you may withdraw consent at any time without affecting the lawfulness of prior processing.
Right to Complain	You have the right to complain to the ICO at any time: ico.org.uk | 0303 123 1113

To exercise any of these rights, please contact: info@knightsbridgefencingclub.com

7a. Making a Subject Access Request

If you would like a copy of the personal data we hold about you or your child, please email info@knightsbridgefencingclub.com. You do not need to use any particular wording, but it helps if you tell us what information you are looking for and roughly what period it covers.

Verifying your identity. Because our records include children’s health and additional needs information, we will confirm who you are before we release anything. We will normally do this by checking the request against the contact details we already hold for you. Where we are not satisfied, or where a request reaches us from an address we do not recognise, we may ask for proof of identity and, where the request concerns a child, confirmation that you hold parental responsibility. The one-month period below starts once we have what we need to identify you.

How long it takes. We will respond within one month. If a request is particularly complex, or where you have made a number of requests, we may extend this by up to a further two months. If we need to do that, we will tell you within the first month and explain why.

Other people's information. Our records sometimes mention people other than you or your child — for example other members, parents or coaches. Where we cannot give you what you have asked for without also disclosing someone else's personal data, we will either remove that person's details or withhold that part of the record, unless that person agrees to it being shared. We will tell you where we have done this.

Repeated or excessive requests. There is no charge for making a request. Where a request is manifestly unfounded or excessive — in particular where it repeats a request we have already answered — we may charge a reasonable fee based on our administrative costs, or decline to act on it. If we do either, we will explain why, and you remain free to complain to the ICO.

8. How We Protect Your Data

- Member data is stored in password-protected systems and a secure cloud platform
- Access to member records is limited to the club's director and two named senior staff members, and the two senior staff members have each signed a data protection agreement committing them 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

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, health information and additional needs information. Parents and guardians may exercise data rights on behalf of their child at any time by contacting us.

10. Updates to This Notice

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.

11. Contact Us

Club	Knightsbridge Fencing Club Limited
Email	info@knightsbridgefencingclub.com
Website	www.knightsbridgefencingclub.com
ICO (complaints)	ico.org.uk | 0303 123 1113

— END OF PRIVACY NOTICE —