

Privacy Notice

Reading Fencing Club (RFC) is committed to ensuring that your privacy is protected.

This privacy policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information, and procedures that we have in place to safeguard your privacy.

About us

RFC is a local, 'not-for-profit' fencing club – affiliated with the British Fencing Association – which promotes the sport of fencing to new members of the public as well as providing existing fencers the opportunity to participate in the sport. To enable us to achieve this, we hold information about our members; this information is used to keep our members up-to-date with new developments in the sport, as well as news and events pertaining to the Club itself.

By using our website or providing us with your personal information you are agreeing to this policy.

This Privacy Policy only relates to personal information collected by us:

- Name
- Contact information
 - o Address
 - o Phone number(s)
 - o Email
 - o Emergency contact
- Date of birth
- Medical information – pertaining to ability to participate in fencing
- Sending us an email or contact via our website

The information we collect and how we use it

When you join RFC to fence or visit us as a guest or spectator, we may need to know your name, postal address, email address, telephone number and, in particular if fencing, relevant medical information and emergency contact details.

We gather this information to allow us to process your membership registration. We may also wish to provide you with information about events and updates – such as rule changes or club closure dates – which we think may be of interest to you.

No committee members' details are made publicly available other than their names, however, their contact details (name and email address) may be seen by other members on the committee.

Photography may occasionally be taken at RFC events – in particular friendly matches/competitions and the first lesson of the beginner's class – and you will be notified of this in advance. These photographs may be used on the RFC website, Facebook page or local press.

If you do not wish to be photographed please notify a committee member prior to the event.

Storage of information

All details provided – as per the Club's Membership Form – are held securely in its Google address book, and will be used for solely the purposes outlined above. They will not be shared with any third parties except with your express permission.

Links to other websites

Our website may contain links to other websites of interest; however, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed

by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Information Security

The Internet is not a secure medium. Please be aware that communications over the Internet, such as emails and web mails, are not secure unless they have been encrypted. RFC ensures that relevant security measures are used to mitigate unauthorised access.

All of our committee members that have access to, and are associated with, the processing of your personal information are obliged to respect the confidentiality of our members' and visitors' information.

Updating your details

If any of the information that you have provided to RFC, for example if you change your email address, name or postal address, or if you wish to cancel your membership, please let us know the correct details by sending an email to readingfencingclub@gmail.com.

How long we keep your information

If you leave the Club your Membership your details are kept for 2 years. After that period your details are deleted safely.

Consent

By giving us your personal information, you consent to us collecting and using that information in the ways that we describe in this privacy policy. Where we need your consent, we will always ensure that you are as fully informed as possible at the time on what we do with your information, with whom it may be shared and how long we will keep it. This is in line with the requirements of the relevant legislation. You can alter your preferences or withdraw your consent at any time as described below.

For Further Information

For further information from us on data protection and privacy or any requests concerning your personal information please email us using the details above, or write to us at the following address:

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Wokingham
Berkshire
RG41 3SJ

Tel: 0800 193 0395