

10/02/2019

# Foundation for Scottish Fencing

## Privacy Policy

### 1. Purpose

This privacy policy describes how personal data collected from the Foundation for Scottish Fencing website <http://f4sf.scottish-fencers.org> or interacting with us via email F4SF@ymail.com will be collected, stored and processed.

The Foundation for Scottish Fencing adheres to the principles of the Data Protection Act (DPA) and understands best practice for managing information.

As per ICO guidelines the Foundation for Scottish Fencing will:

- only processes information necessary to establish or maintain membership or support;
- only process information necessary to provide or administer activities for people who are members of the organisation or who have regular contact with it;
- only share the information with people and organisations necessary to carry out the organisations activities; Important if individuals give you permission to share their information, this is OK (you can still answer "yes");and
- Only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

### 2. Introduction

The Foundation for Scottish Fencing is a not-for-profit registered Scottish charity SC036116.

The Foundation for Scottish Fencing is the owner of website <http://f4sf.scottish-fencers.org> which it maintains.

The Foundation for Scottish Fencing is committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information we collect about you is used and kept securely.

### 3. The Information We Collect About You

The Foundation for Scottish Fencing will collect and process your personal data on the basis of legitimate interests. This includes information required for the organising activities required for the Youth Development Series and Tri-Weapon Cup fencing competition entries.

We may collect the following information about you through our website at <http://f4sf.scottish-fencers.org> when entering a fencing event, via our email news subscription or interacting with us via email [F4SF@ymail.com](mailto:F4SF@ymail.com)

- Fencers name, date of birth, gender, BF membership number, affiliated club, coach/parent/guardians name, address, telephone number and email address.

We may use your personal information for a number of purposes including

1. To deal with your request and enquires.
2. To contact you for reasons relating to your enquiry.
3. To enable validation of British Fencing membership via the BF website <http://www.britishfencing.com/membership/membership-lookup/>.
4. To enable competition entry of the fencer in the age/gender/weapon appropriate event category.
5. To enable and track entry payments and transactions.
6. To compile an entry list of competing fencers.
7. To establish an emergency contact for the fencers parent/coach guardian for the day of the event.
8. To enable check-in list on the day of the fencing event.
9. Publishing results on the <http://f4sf.scottish-fencers.org> website.
10. To capture details of who has purchased meal deals.
11. The Foundation for Scottish Fencing operates an email newsletter managed by MailChimp <https://mailchimp.com>. If you subscribe to our mailing list we add your name and email address to the Foundation for Scottish Fencings newsletter mailing list, which is managed via [Mailchimp](#). Note that Mailchimp may transfer personal data outside the EU. Please [contact Mailchimp](#) with questions or concerns about this. You will receive regular newsletters and bulletins relating to the work and activities of the Foundation for Scottish fencing including Youth Development Series updates.
12. We do email supporters who may referee or volunteer for us at the fencing events. This information is only held for as long as the supporters have regular contact with, or continue to support the Foundation for Scottish Fencing.

## 4. Sharing your information

The Foundation for Scottish Fencing shares your fencing data with the national governing bodies for fencing as part of your involvement in the F4SF fencing events, namely:

Scottish Fencing Limited, Company Number SC265956  
<http://www.scottish-fencing.co.uk/>

British Fencing Association Ltd, Company Number 1917099  
<http://www.britishfencing.com>

We will share only what is needed for the purposes of the administration of your involvement in the Foundation for Scottish Fencing events, such as checking membership status and for the purpose of selection of the Scotland national youth squads for which the Youth development Series fencing are qualifying ranking events.

### **Our Service Partners**

We may use the following third-party service providers named below to process and store your data:

Mailchimp (The Rocket Science Group, LLC), which we use to manage the Foundation for Scottish Fencing email marketing subscriber lists and send emails to our subscribers.

If you subscribe to our mailing list we add your name and email address to the Foundation for Scottish Fencings newsletter mailing list, which is managed via [Mailchimp](#). Note that Mailchimp may transfer personal data outside the EU. Please [contact Mailchimp](#) with questions or concerns about this. You will receive regular newsletters and bulletins relating to the work and activities of the Foundation for Scottish fencing including Youth Development Series updates.

Every newsletter contains a quick and easy unsubscribe link in its footer.

When you unsubscribe from a newsletter managed via Mailchimp, your details remain on the list of past recipients. This is a measure to prevent circumstances such as a member of staff accidentally manually re-adding you. Mailchimp states: "As a compliance measure, subscribers who unsubscribe themselves can't be deleted from your list."

Users can unsubscribe at any time by clicking unsubscribe on the received email or contacting [F4SF@ymail.com](mailto:F4SF@ymail.com)

MailChimps privacy policy can be found here <https://mailchimp.com/legal/privacy/>

## 6. Retaining your Information

The Foundation for Scottish Fencing only retains personal information for the purposes of the organisational activities associated with online entry to the Youth Development Series and Tri-Weapon Cup fencing events. The fencers name, date of birth, gender, BF membership number, affiliated club, coach/parent/guardians name, address, telephone number and email address are retained for the duration of that particular fencing event. This information is not retained beyond the fencing event with the exception of the information required for publishing the events results and rankings.

See results and rankings.

### 5.1 Results and Rankings

Where you have participated in a fencing event your result at that event will be stored as a matter of historical record. Where you participate in ranking events and earn ranking points your name will appear in the associated rankings and these are retained by the Foundation for Scottish Fencing as a matter of historical record.

Results and rankings will be published on the F4SF website <http://f4sf.scottish-fencers.org>

### 5.2 Youth Development Series Silver Salvors

When a fencer wins the end of season Youth Development Series silver salver for their weapon/age/gender category, the Foundation for Scottish Fencing will ask the Parent/guardian/coach to complete a salver disclaimer form which contains the Fencers name, age group, weapon, club along with the parent/guardian/coaches contact telephone number, email address and postal address for the purpose of enabling contact with the salver winners parent/guardian/coaches to ensure the salvors return in time for the end of the following season. It also forms a disclaimer should the salver be damaged, lost or stolen. The disclaimer forms and the personal information they contain are only retained until such time as the salvors are returned the following season, after which they are destroyed/deleted.

## 6. Online Entry Consent

"You agree that we may publish your Personal Information as part of the results of the Event and may pass such information to any governing body or any affiliated organisation for the purpose of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may include (but not be limited to) name, any club/home country/regional/county affiliation, results, age category, penalties."

Further information of how the Foundation for Scottish Fencing uses your personal information can be found on the Foundation for Scottish Fencing website: <http://f4sf.scottish-fencers.org>

## 7. Information Requests

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the Foundation for Scottish Fencing [F4SF@ymail.com](mailto:F4SF@ymail.com)

## 8. Further Information

The Foundation for Scottish Fencing privacy policy is held on the F4SF website <http://f4sf.scottish-fencers.org>

Further information on data protection can be found on the ICO website. <https://ico.org.uk/for-organisations/charity/>