



Member, Parent and Participant Privacy Notice

Fencing • Character • Excellence

Together we show up, give our best, support others and keep improving.

Organisation	Cambridge Sword Ltd
Policy title	Member, Parent and Participant Privacy Notice
Policy number	13
Version	V3
Policy owner	Club Manager
Created	Drawn from existing Cambridge Sword policies and procedures
Updated draft	July 2026
Next review	July 2027, or sooner if guidance, law, club practice or safeguarding requirements change

At a glance

- This notice explains what personal information Cambridge Sword collects, uses and stores.
- Information is collected to run sessions, manage membership, keep participants safe, communicate with families and meet legal or insurance responsibilities.
- The club may hold special category information such as health, medical, SEND or welfare information where relevant to participation and safety.
- Individuals have rights under UK data protection law, including rights to access and correct their personal information.
- Questions about personal data should be directed to the Club Manager.

Who we are

Cambridge Sword Ltd is the controller for personal data collected in connection with club membership, bookings, sessions, camps, competitions and events.

What information we collect

We may collect names, contact details, dates of birth, parent/carer details, emergency contacts, attendance records, booking and payment information, medical information, allergies, dietary requirements, SEND or additional support information, welfare information, photo/video permissions, communication preferences, complaints/concerns information and relevant health and safety records.

Why we use information

We use personal information to manage club membership and bookings, deliver sessions safely, communicate with families, support welfare and safeguarding, manage payments, organise competitions/events, respond to questions or complaints, keep records and comply with legal, safeguarding, insurance or governing body requirements.

Lawful basis

Depending on the situation, Cambridge Sword may rely on contract, legitimate interests, legal obligation, vital interests, consent, or explicit consent for certain special category information.

Where consent is used, individuals may withdraw consent. Some information may still need to be retained where required for safeguarding, legal, insurance or legitimate club reasons.

Who we share information with

Information may be shared with coaches, volunteers, venue staff, event organisers, British Fencing, insurers, safeguarding bodies, emergency services, schools, local authorities or professional advisers where this is necessary and appropriate.

Safeguarding information may be shared without consent where this is necessary to protect a child, young person or adult at risk.

How long we keep information

Information should be kept only for as long as necessary for the purpose for which it was collected, including any legal, safeguarding, insurance, finance or complaint record requirements.

The club should review retention arrangements regularly.

Your rights

Individuals may have rights to access, correct, restrict, object to or request deletion of their personal information, subject to legal and safeguarding limits.

Requests should be made to the Club Manager. If a person is unhappy with how their data is handled, they can raise this with the club and may also contact the Information Commissioner's Office.

Related policies and guidance

This document should be read alongside:

- Data Protection and Data Handling Policy
- Safeguarding and Welfare Policy
- Mobile Phones, Photography and Filming Policy
- WhatsApp and Digital Messaging Policy
- Complaints and Concerns Procedure
- ICO privacy information guidance

Review

This document will be reviewed annually, or sooner if there is a safeguarding concern, complaint, incident, near miss, change in club practice, change in guidance, or change in relevant law or governing body requirements.

Approval and review record

Prepared by	Emily Lucas, Operations Manager	Date	July 2026
Reviewed by	Sarah Paveley, Club Director / Head Coach	Date	
Reviewed by	Hannah Jones, Welfare Officer	Date	



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Next review due	July 2027, or sooner if required	Date	
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