



We are aware of the fact that you have confidence in us. We therefore see it as our responsibility to protect your privacy. In this document we will explain what information we collect when you use our website, why we collect this information and how we improve your user experience. This way you understand exactly how we work.

This privacy policy applies to the services of ESTEC Fencing Club. You should be aware that ESTEC Fencing Club is not responsible for the privacy policy of other sites and sources. By using this website you agree to accept the privacy policy.

ESTEC Fencing Club respects the privacy of all users of its site and ensures that the personal information you provide is treated confidentially.

### ***1. Personal data that we process***

ESTEC Fencing Club processes your personal data by using our services and/or by you providing the data to us.

Below is an overview of the personal data we process:

- First and last name adult or child (candidate) members
- First and last name of parents in case of children becoming a member
- First and last name Next of Kin in case of an emergency
- Sex
- Date of birth
- Address details (adults and children plus of their parents)
- Phone number
- E-mail address
- KNAS membership number
- Bank account number
- IP-adres

### ***2. For what purpose and on what basis we process personal data***

ESTEC Fencing Club processes your personal data for the following purposes:

- To process an application for membership of the ESTEC Fencing Club.
- Have ESA ESTEC Security verify whether (external) visitors have an authentic and valid ID document.
- To have ESA ESTEC Security issue a visitor badge or permanent badge to access the premises.
- To be able to call or e-mail you if necessary for training, membership issues and social events.
- Registering members for participation in fencing tournaments.
- Handling your payment.

### ***3. Automated decision-making***

ESTEC Fencing Club does not take decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without the involvement of a person (for example committee members of the ESTEC Fencing Club). We use the following computer programs or systems:

- Microsoft Excel: for tracking interest in the club following promotions, for membership registration, etc.

#### **4. Cookies**

We collect data for research in order to gain a better insight into our customers, so that we can tailor our services accordingly.

This website uses " cookies " (text files placed on your computer) to help the website analyze how users use the site. The information generated by the cookie about your use of the website can be transferred to secure servers or those of a third party. We use this information to keep track of how you use the website, to compile reports on website activity and to offer other services relating to website activity and internet usage.

Most browsers are set to accept cookies by default, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some features and services on our and other websites may not function properly if cookies are disabled in your browser.

#### **5. How long we store data**

5.1. ESTEC Fencing Club does not store your personal data longer than is strictly necessary to realize the purposes for which your data is collected. We use the following retention periods for the data mentioned under **"1. Personal data that we process"**:

5.2. All data mentioned under 5.1. are stored for five years in connection with membership lists.

#### **6. Sharing personal data with third parties**

ESTEC Fencing Club does not sell your information to third parties and only provides it if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. ESTEC Fencing Club remains responsible for these processing operations. In this regard, third parties are ESA ESTEC Security that checks the identity of each on-site visitor and banks for payment processing.

#### **7. View, modify or delete data**

If desired, we offer all visitors the opportunity to view, change, or delete all personal information that has been provided to us. You can contact us for this.

You can send a request for inspection, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to: [Jose.Pizarro@esa.int](mailto:Jose.Pizarro@esa.int).

#### **8. Changes**

This privacy statement is tailored to the use of and the possibilities on this website. Any changes and / or changes to this site may lead to changes to this privacy statement. It is therefore advisable to consult this privacy statement on a regular basis.

#### **9. How we protect personal data**

ESTEC Fencing Club takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us.

#### **10. Contact**

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