



TOTAL SHOTOKAN KARATE



PRIVACY POLICY

At Total Shotokan Karate we respect the privacy of the individuals attending the Club and the privacy of their parents, carers and emergency contacts. Our aim is to ensure that all those training at Total Shotokan Karate dojos can do so with confidence that their personal data is being kept secure.

Any information that you provide is kept secure. Data that is no longer required is erased after the individual has ceased attending our Dojo for a period of more than 6 months.

We will use the contact details you give us to contact you via phone, email, social media and post so that we can send you information about the Dojo.

Our lead person for data protection in each dojo is the Main Sensei. The lead person ensures that the Club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality

Within the Club we respect confidentiality in the following ways:

- We will only ever share information on an individual with that individual, their parent or emergency contact
- Information given by parents to Dojo Instructor about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy)
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer and the manager
- All personal data is stored securely in a password protected file
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer and the manager

Why we need and how we use your personal information

At Total Shotokan Karate we are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Total Shotokan Karate is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you or your family member by filling in the Student Information form at the class or online. The information we request that you give us includes your name, date of birth, address, e-mail address, phone number & emergency contact. We also ask for relevant health information, other data enter as applicable which is classed as special category personal data.



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Why we need your personal data

The reason we need your Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the Dojo in a safe and secure manner. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

This includes (but is not limited to):

- Processing of membership forms and payments
- Managing insurance cover
- Sharing personal data with club instructors to administer training sessions
- Sending club newsletters or emails promoting club activity
- Publishing of grading or competition results
- Sending information about promotions and offers
- sending information about selling club kit, merchandise and Equipment
- Any special category health data we hold on you is only processed for the purpose(s) of the safe running of Karate training sessions.

The club has the following social media pages

- Facebook
- Twitter
- Instagram
- Website

All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Any downloadable documents, files or media made available on the website are provided to users at their own risk.

Who we share your personal data with

When you become a member with Total Shotokan, you may also registered with the relevant Karate governing body of the time.

Your data may also be shared with our insurers should it be requested.

Total Shotokan does not supply any personal data it holds for this purpose to any other third party. Total Shotokan does not store or transfer your personal data outside of the UK. All personal data held by Total Shotokan Karate is stored in a password protected file and is shared in a secure manner only where necessary.



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How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Students data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Contact & Communication With us

Users contacting this us through website/email/social media do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use. Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you products/services information through a mailing list system. This is done in accordance with the regulations named in 'The policy'

Email Mailing List & Marketing messages

We operate an email mailing list program, used to inform subscribers about products, services and/or news we supply/publish. Users can subscribe through an online automated process or when you become a member filling the form. where they have given their explicit permission. Subscriber personal details are collected, processed, managed and stored in accordance with the regulations named in 'The policy' above. Subscribers can unsubscribe at any time through an automated online service, detailed in the footer of sent marketing messages. Email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

This policy was adopted by TOTAL SHOTOKAN KARATE

Date: 1st March 2019

To be reviewed: 28th Feb 2022