



Sei-Shin Kan School of Karate Reading Taijiquan Academy



DATA PRIVACY NOTICE MAY 2018

Sei Shin Kan School of Karate and Reading Taijiquan Academy (the School) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, the School 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 THE SCHOOL HOLDS ON YOU

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, The information you give us may include your name, date of birth, address, e-mail address, phone number, and gender. We may also ask for relevant health information or other data which is classed as special category personal data.

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 School. Our lawful basis for processing your personal data is that we have an obligation to you as a member to provide the services you are registering for.

REASONS WE NEED TO PROCESS YOUR DATA INCLUDE:

For training and competition entry

- sharing personal data with School coaches or officials to administer training sessions;
- sharing personal data with School team managers to enter events or attend seminars;

FOR MEMBERSHIP AND SCHOOL MANAGEMENT

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- School newsletters or emails promoting School activity:



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MARKETING AND COMMUNICATIONS

- sending information about promotions and offers
- sending information about selling School kit, merchandise or fundraising.

The School has the following social media pages Facebook, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that the provider of the social media platform(s) have their own privacy policies and that the School 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.

WHO WE SHARE YOUR PERSONAL DATA WITH

Karate students – England Karate Federation.

Taijiquan students – Chen Taijiquan Seminars UK.

The School does not supply any personal data it holds for this purpose to any other third party. The School does not store or transfer your personal data outside of the UK. Occasionally students will wish to attend a training seminar or competition overseas, in this instance, permission will be sought to provide your data to the overseas organiser.

HOW LONG WE HOLD YOUR PERSONAL DATA

We will hold your personal data on file for as long as you are a member with the School. Athlete 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, in line with Sport England's data retention policy. 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 School. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Dr V M Lloyd
Lead Instructor
Sei Shin Kan School of Karate and Reading Taijiquan Academy

25.04.2018