

# ATHERSTONE KARATE CLUB



## Data Protection Policy

### Privacy Notice

Atherstone Karate Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Atherstone Karate Club 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 by filling in forms, 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, occupation, membership start and end date, class attendance, grades and grading dates, course and seminar attendance, equipment purchased and gender as well as relevant health and disability information.

### Why we need your personal data

The reason we need your data is to be able to administer your club membership, and provide the membership services you are signing up to when you register with the club. 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.

### Reasons we need to process your data include:

#### **For training and competition entry**

Sharing personal data with club coaches or officials to administer training sessions.

#### **For funding and reporting purposes**

Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority.  
Analysing anonymised data to monitor club trends.

#### **For membership and club 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.

#### **Marketing and communications**

Sending information about promotions and offers from sponsors.

Sending information about selling club kit, merchandise or fundraising.

We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

The club has a social media page on Facebook (<https://www.facebook.com/AtherstoneKarate>). All members are free to join this page. If you join one of the social media pages, please note that provider of the social media platform(s) has 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.

## **Who we share your personal data with**

When you become a member of, or renew your membership with Atherstone Karate Club you will automatically be registered as a member of The Shukokai Karate Association. We will provide The Shukokai Karate Association with your personal data, which they will use only for managing your membership.

The Club does not supply any personal data it holds to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

## **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. Membership 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.

Date of initial review:	August 2014
Reviewed by: (name and date)	Mr Mark Ridler, April 2020
Frequency of review:	Annually
Date of next review:	April 2021