



KAICHOU KAI KARATE ASSOCIATION – GENERAL DATA PROTECTION REGULATION 2018

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MAIN PRINCIPLES

- We will endeavour to ensure that all data collected will be processed lawfully, fairly and transparently.
- We will limit to what is necessary for the purpose for which it is processed, keep it accurate and up-to-date.
- We will only retain data for as long as is necessary for the reasons collected.

WHOSE INFORMATION WILL WE HOLD ON OUR DATA BASES?

- Karate students; at our various clubs and school karate clubs
- Visiting students who regularly attend our clubs and events.
- Club instructors

WHAT INFORMATION WILL WE HOLD?

- Members name, gender, age
- Contact phone number
- Members appointed emergency contact name and phone number
- Home address, as provided by individuals for returning licences & renewals
- E-mail address

DATA ON INDIVIDUALS; STUDENTS & INSTRUCTORS

Data on individuals will be used by us for the following purposes: -

- Emergency contact, should an individual fall ill or is injured whilst practicing, competing or representing us. In these circumstances, we will need to notify the individuals assigned emergency contact or if necessary to do so, pass on individuals details to relevant emergency service representatives.
- Notification of events, in order that all members have informed details for training, gradings, competitions, including if applicable travel and accommodation details.
- Squad training and referee courses
- Notification of applicable costs for training, events, travel, accommodation, karate uniforms, clothing, protective gear, syllabus's, training equipment.
- Notification of exclusive offers in relation to training, events, travel, accommodation, karate uniforms and equipment.
- Licence renewal reminders; to ensure individuals maintain an in-date licence so we meet insurance requirements and provide appropriate cover should injury occur where a claim may be warranted.
- Membership renewal reminders; to ensure students renew annually as required. At which time from 2019 onwards they will also be required to sign their agreement to our data policy. Should individuals fail to renew their membership & subsequently not sign the data policy agreement, their details will be removed from our data base and they will no longer receive notification of events etc., until such time as membership is renewed and our data policy agreement is signed.

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DATA ON INSTRUCTORS:

Data on instructors and assistant instructors are held for the following purposes: -

- To ensure they are fully informed of all events within the association, so they in turn may inform their students.
- To gain their assistance on collecting entry details for training, events, courses and competitions.
- To gain their assistance in collecting fees for training, events, course and competitions
- To appoint an instructor to cover a class / classes
- To appoint instructors to participate in training sessions, special courses, events and meetings
- To ensure instructors and assistant instructors aged 18 years and over hold current DBS, instructor indemnity insurance and first aid certificate.
- To make payment for work they carry out on behalf of the association

WHO HAS ACCESS TO OUR DATA BASE?

Our data base is developed, maintained and stored on Google Drive. Only the following have access to our password for login purposes: -

- Association head / Data Controller: Moira Barber
- Senior Instructors: Martyn Le Breuilly, David Young, Mike Frewin
- Publicity Manager / Administration assistant: Kerry Barber
- Licencing Officer / Association secretary: Pam Le Breuilly

SHARED CONTACT DETAILS

As part of a group organization, with over 150 members, for efficiency and speed we will often send group emails, group WhatsApp messages and group texts. In these instances, all members of the various groups will have access to individuals email address and phone number.

SOCIAL MEDIA /WEBSITE; WWW.KAICHOUKAIKARATE.CO.UK

We use social media and our website (as above) to promote the growth of our association, through acknowledging successes of teams and individuals and to advertise forthcoming events. Unless a member stipulates against it, at times both adult and child members may have their name photograph and / or video appear on these sites.

YOUR RIGHTS

It is the right of everyone to have their details removed at any time from our database. If any individual wishes to have their information removed they will need to notify our data base officer who will comply to their wishes and have their details removed as a priority.

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MEMBERS CONSENT

It is our aim that the personal data we hold will be accurate, kept to date and if it is no longer accurate, will be rectified or erased. Personal data will only be stored for as long as is necessary. Data will be archived securely and used for research purposes in the future, where possible the personal identifiable information will be removed to leave anonymous data.

Personal data will be held in a safe and secure way that takes reasonable steps to ensure the security of this information and avoid accidental loss, misuse or destruction.

Personal data will be updated annually, upon submission of individuals, licence applications and membership renewals.

Should a member leave our association or a school club, we will endeavour to remove their personal data within the following three months. This allows individuals time to return if they chose to do so.

Members please indicate as below: -

- I have read, understood and accept the Kaichou Kai Data protection Policy YES / NO
- I agree to my personal details, as stipulated to be held on the Kaichou Kai Data base YES / NO
- I agree to Kaichou Kai contacting me by phone, email, text, WhatsApp YES / NO
- I agree to Kaichou Kai publicising my name / photographs and / or video on social media YES / NO
- I agree to Kaichou Kai publicising my name / photographs and / or video on their website www.kaichoukaikarate.co.uk YES / NO

I have read and find the Kaichou Kai privacy policy to be fair, understandable and that information gathered for the data base will be used in what is construed to be a legal manner. I thereby authorise Kaichou Kai to hold my personal details on their data base for the purposes hereby stipulated.

MEMBERS NAME _____

SIGNATURE (guardian / carer if under 16 years) _____

PARENT / GUARDIAN NAME _____
(if applicable)

DATE _____