

Hyo Gen Do Karate General Data Protection Regulation Policy

Main Principles

- ✓ We will endeavour to ensure that all data collected will be processed lawfully, fairly and responsibly
- ✓ We will only retain data for as long as is necessary for the reasons collected
- ✓ We will collect only that which is necessary and keep it up to date and accurate

Whose data will we hold?

- ✓ Karate student's and next of Kin's where applicable

What data will we hold?

- ✓ Student's name, age and gender
- ✓ Contact telephone numbers
- ✓ Details of emergency contacts – name, address and phone number
- ✓ Email addresses
- ✓ Home addresses, as provided by individuals for returning license forms and renewals

Data on Individuals, Students and Instructors

Such data will be used by us for the following purposes:

- ✓ Emergency contact, should an individual fall ill or is injured whilst in our care. In these circumstances, we will need to notify the individuals assigned emergency contact or if necessary to do so, pass these details to relevant emergency services
- ✓ License renewal reminders, to ensure individuals maintain an in date license so that we meet insurance requirements and provide adequate cover should injury occur where a claim may be warranted

Who has access to our database?

Only our Chairman, Chief Instructor, Licensing Officer and Welfare officer have access to our database.

Social Media/Website

www.hyogendo.co.uk

www.facebook.com/hyogendo/

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We use social media and our website to promote ourselves, acknowledge successes and to advertise future events. Unless a student/ guardian stipulates against it, at times student's names, photographs or video may 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 Chairman and have their details removed as a priority.

Members Consent

- ✓ It is our aim that the personal data we hold will be accurate, kept up 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.
- ✓ Personal data will be held in a safe 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 individual's, license applications and renewals
- ✓ Should a student leave our association, we will endeavour to remove their personal data within three months. This allows the student time to return if they choose to do so

Students/ Parent Carers Please complete the following:

- ✓ I have read and understood the Hyo Gen Do Karate Data Protection Policy
YES/NO
- ✓ I agree to personal details, as stipulated, being held on the Hyo Gen Do database
YES/NO
- ✓ I agree to Hyo Gen Do contacting me by post, email or phone if necessary
YES/NO
- ✓ I agree to Hyo Gen Do publicising my name / photograph and or video on social media
YES/NO

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- ✓ I agree to Hyo Gen Do publicising my name / photograph and or video on social media

YES/NO

I have found the Hyo Gen Do Karate Data Policy to be fair, understandable and that information gathered for the database will be used in what is construed to be a legal manner. I hereby authorise Hyo Gen Do Karate to hold my personal details on their database for the purpose hereby stipulated.

Student's Name

Signature (Parent/Carer where applicable)

Parent/Carer Name (where applicable)

Date
