# **Privacy Policy**

Norwich Karate Academy (NKA) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, NKA 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 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 NKA, or even over our website. 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.

#### 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 club. Reasons we need to process your data may and will include the following from time to time:

## **Competitions and Courses**

• sharing your personal data for course and competition entry.

## For membership and club management

- processing of membership forms and payments;
- sharing data with our governing body for your licence.
- publishing results and attendance of events, such as competitions and courses.

## Communications (where separate consent is provided)

• sending information about classes, courses, competitions and general karate events.

# Marketing (where separate consent is provided)

- sending information about promotions, offers.
- sending information about stock and merchandise.

Any health data we hold on you is only for the purpose(s) of passing data to coaches to allow the safe running of training sessions. We process this data on the 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 the following social media pages [Facebook, Instagram and YouTube). 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.

### Who we share your personal data with

When you become a member of NKA, you will be registered/licensed as a member of JKS England and the English Karate Federation. We will provide JKS England / English Karate Federation with your personal data for them to process your licence information.

## How long we hold your personal data

Any personal data we hold will be securely destroyed after five years of inactivity. Please Note: The member must unsubscribe to emails if they no longer wish to receive emails for whatever reason e.g. leaving the club. This can be done by clicking unsubscribe on the most recent email.

#### 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.

You are not obliged to share your personal data with NKA however if you choose not to share your personal data we may not be able to register or administer your membership.