



Kōdo Kai Karate Club

Privacy Policy



Privacy Policy

1.0 Definitions

Governing Body – The members association (which is Currently the ‘Armature Martial Association’ (AMA) herein referred to as ‘the governing body’) that provide services to help instructors run their martial arts clubs and follow the latest laws put in place by the UK government.

Kōdo Kai – The name of the karate club which is an Unincorporated Association herein referred to as ‘the club’.

Secure Areas (of the website) – This is with reference to the association’s website; whereby certain areas cannot be accessed without an account that has been authorised by members managing the website.

2.0 The Type of Personal Information we Collect

We currently collect and process the following information:

- Names
- Phone numbers
- Emails
- Date of Birth
- Address
- Basic medical notes

3.0 How and Why we Collect Personal Information

All the information we collect is provided to us directly by you for one of the following reasons:

- Insuring the club and its members
- Applying for / renewing a members annual membership licence
- In the event of a medical emergency
- Safeguarding children and vulnerable people
- Giving access to specific individuals to secure areas of the club’s website

Note: We also store and process photographs and videos of members, but this will be on an opt-in basis with written consent via a ‘Photographic and Filming Consent Form’ and in accordance with the club’s ‘Photographic and Filming Policy’.

We share this information with:

- The governing body
- Medical personal
- Safeguarding charities / agencies, or the Local Authority

We do not share your information with anyone where it is not required. Any information we do share will be kept to the minimum required.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent (for photos and video only). You can remove your consent at any time in accordance with the ‘Photographic and Filming Policy’.
- We have a contractual obligation
- We have a legal obligation
- We have a vital interest



Privacy Policy

4.0 How we Store your Personal Information

Your information is securely stored. We keep your personal information for the duration that you are a member of the club. Once you are no longer a member, we will then dispose of your information within a year by deleting it from our digital records and by shredding any physical copies of your information.

5.0 Your Data Protection Rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights however we may charge a fee for any further copies. If you make a request, we have one month to respond to you.

6.0 How to Complain

You can complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>