



Data Protection Policy

Information about Data Protection for Members, Parents, Coaches, & Volunteers

This Data Protection Policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. It also summarises the purposes for which personal data collected from you for registration and related purposes may be processed by the English Shotokan Academy.

Data Protection Principles

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the General Data Protection Regulation 2016
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Commitments

We are committed to:

- ensuring that we comply with the eight data protection principles as listed above.
- meeting our legal obligations as laid down by the General Data Protection Regulation 2016.
- ensuring that data is collected and used fairly and lawfully.
- processing personal data only in order to meet our operational needs or to fulfil legal requirements.
- taking steps to ensure that personal data is up to date and accurate.
- establishing appropriate retention periods for personal data.
- ensuring that data subjects' rights can be appropriately exercised.
- providing adequate security measures to protect personal data.
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues.
- ensuring that all English Shotokan Academy officers are made aware of good practice in data protection.



- providing adequate training for all Officers responsible for personal data.
- ensuring that everyone handling personal data knows where to find further guidance.
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly.
- regularly reviewing data protection procedures and guidelines within the English Shotokan Academy.

How Data Is Collected

The following statement will be attached to all English Shotokan Academy communication which requires personal information to be entered:

GENERAL DATA PROTECTION REGULATION 2016

The information that is required in this document may be stored on a computer and, if so, it is subject to the General Data Protection Regulation 2016. The Act requires that all the information is strictly confidential and may only be accessed by those with the legal right to see it. The information will not be given to anyone else without your written consent.

You have the right to examine the information that is stored on a computer at any reasonable time. You have a right to correct any information that you feel is wrong or misleading. Please contact the English Shotokan Academy General Secretary or the English Shotokan Academy Licencing Officer if you wish to examine the information stored about you or your child.

How Data May Be Used

Licence to practice

Data is collected in order to issue individual licences to practice Karate

Personal Injury Insurance

Data is collected as part of the English Shotokan Academy block policy for personal injury insurance and may be shared with the insurer in the event of a claim

Disability Data

If collected from you, this may be used to identify and keep under review equality of opportunity within the English Shotokan Academy. It may also be used (anonymously) for statistical and reporting purposes.

Injury Data

This may be collected by the English Shotokan Academy directly from you, for example via Incident Reports from Coaches. It may be used (anonymously) for statistical and reporting purposes, and may also be used in connection with any subsequent legal claims.

A handwritten signature in black ink that reads 'M Fedyk'.

Michaylo Fedyk
ESA Chairperson

22 January 2020