



Data Protection Policy
16-04-2023



Introduction

This policy explains when and why Southampton Kendo Club collects personal information about our members and how we use it, keep it secure and club member's rights in relation to it. This includes probationary members, visitors and guests. We will collect, use and store personal data as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website regularly for any amendments www.southamptonkendo.co.uk. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible Person

For the purposes of the GDPR, The Dojo Leader will be the "controller" of all personal data we hold about club members and others. The Dojo Leader is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's Rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Dojo Leader.

Specific use and sharing of personal information

Your personal data (name, address, date of birth) will be used to notify the Police for any appropriate notifications as required by law, e.g. safeguarding incidents. In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication of club announcements etc. Your



name/address and email address may be shared with our current National Governing Body (BKA). Your personal data will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

The Lawful reasons for processing your data

We have three lawful reasons for processing your data, which are:

- (a) Processing is necessary for compliance with our legal obligations (Safeguarding and Health & Safety)
- (b) Processing of your data is necessary for the administration of your membership.
- (c) You have given consent to the processing of your data by signing our membership form for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.



Data processed for Safeguarding and Health & Safety

Type of Information	Purpose	Shared with
Name, Title and Pronouns	For safeguarding and/or complaints.	Dojo Leader, Designated Safeguarding Lead, Police, National Governing Body (BKA)
Contact Details		
BKA Number		
Visitor's Club and Dojo Leader's name		
Photographs, Videos and other Media Recordings		

Type of Information	Purpose	Shared with
Name, Title and Pronouns	Health and safety. To ensure Coaches are able to teach appropriately, keep you safe, and notify your emergency contact if required.	Dojo Leader, Club Coaches
Kendo grade		
Medical conditions and other concerns.		
Next of kin / emergency contact details		

Coaches/Volunteers only:

Type of Information	Purpose	Shared with
Name	To ensure all coaches/volunteers are appropriately qualified for their positions.	Dojo Leader, Club Secretary, Designated Safeguarding Lead
BKA Number		
Qualifications and expiry dates		
DBS Certificate and expiry dates		
<i>Note: Copies of certificates will not be held. They will be seen and a record will be held that they have been checked, along with the expiry dates</i>		



Data processed for administration of membership/activities

Type of Information	Purpose	Shared with
Name	To ensure all members and visitors are appropriately insured.	Dojo Leader, Club Secretary
BKA Number		

Type of Information	Purpose	Shared with
Name, Title and Pronouns	To ensure all members are paying fees, and communications relating to this.	Dojo Leader, Club Treasurer
Contact Details		
Attendance Details		

Type of Information	Purpose	Shared with
Name, Title and Pronouns	For club announcements and any other communications.	Dojo Leader, Club Secretary
Contact Details		

Data processed for use in promotional material, our website and social media

Type of Information	Purpose	Shared with
Photographs, videos and other media recordings	For promotional material and legitimate interest.	Publicly, unless opted out.
Name, Title and Pronouns	To celebrate the successes and achievements of our members, provide a record of our activities and raise awareness of our club and Kendo.	
Name, Opt-out	For preventing inclusion in promotional material.	Dojo Leader, Club Secretary, Social Media Secretary, Members/guests/visitors who are making media recordings.



Enquiries and other communications with the club

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis. People added to a club waiting list for membership will be informed and asked for permission to store that data at that point.

Children

Parents or guardians signing the membership form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

Paper copies of data will be held at the Dojo Leader's house and secured in a locked filing cabinet. If it is necessary to transport data it will be kept secure. The Dojo Leader will process and share membership information electronically only as required with information being held securely in the cloud. Coaches and volunteers will also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and volunteers only as required. In the unlikely event of a breach of the security of data we will notify members promptly. We will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data the club holds please email the Dojo Leader at info@southamptonkendo.co.uk and they will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Secretary / Dojo Leader informed of changes to their data (e.g. address/telephone number etc.) and this is updated at least once a year and you are at that time authorising the club to hold such data on file.

The data will normally be kept for up to two years after membership has ended or a visit was made. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management.