

# **PRIVACY AND GDPR COMPLIANCE**

## **YOUR PERSONAL DATA**

### **WHO WE ARE**

We are Solihull TKD Tae Kwon Do and our registered address is: 1 Holt Road, Studley, Warwickshire. B80 7NX.

Our Data Protection Officer is Mr Mark Shuter who can be contacted at [admin@Solihulltkd.co.uk](mailto:admin@Solihulltkd.co.uk)

### **WHAT PERSONAL INFORMATION DO WE COLLECT AND WHAT DO WE DO WITH IT?**

We only collect and process the personal information that you provide us with. We do not obtain additional personal information from other sources. We do not share your data with any third party for marketing purposes. We need this personal data to manage your time with us as a student, whether that's licensing and insurance, training, grading or competing. Unfortunately, if you don't want to provide us with this information you won't be able to become a student with Solihull Tae Kwon Do Club.

Where you are under 18 years of age, we will also collect and use personal information you provide about your parent / guardian to:

- Contact them about
  - o club activities including grading, competitions, training and other club related activities.
  - o Notification of unexpected events such as change of venue and club closures

We also ask you to provide personal information about someone we can contact in the event of an emergency.

This information must always be kept up to date during the student's period of training and it is the student's responsibility to ensure the club is notified of any changes as soon as possible.

### **STUDENT HEALTH DATA**

When you become a student with us we ask you to tell us about any medical conditions that may be relevant in you undertaking a martial art. We only ask for this information to ensure that you are able to train with us in a safe environment where your individual needs can be recognised.

We do not share this information with anyone not involved in teaching, grading or organising and running competitions and only when relevant to ensure your wellbeing. You'll be asked

to give explicit consent for us to hold and process the information for the purpose described above.

## **WHO WE SHARE YOUR DATA WITH**

We only share relevant personal information with other organisations (“third parties”) Reference TAGB and BTC, where it is necessary to enable you to take part in the activity, including where we use a service to manage your contract with us.

### **EMAIL**

As a form of communication regarding newsletters, important dates for your diary and class time changes (if any). The personal information used here is your name and e-mail address ONLY. When you sign up as a student, you will need to confirm your acceptance of our terms and privacy policy. This will be stored with your enrolment form.

### **TEXT MESSAGING**

As a form of communication regarding information specific to an individual such as information pertaining to renewal of license, grading information, equipment purchase, competition information and events related to training (school closures, change of venues and safeguarding issues). The personal information used here is your phone number ONLY. When you sign up as a student, you will need to confirm your acceptance of our terms and privacy policy. This will be stored with your enrolment form.

### **TAGB SCHOOL MANAGEMENT SOFTWARE (CLOUD SOFTWARE)**

Solihull Tae Kwon Do uses a student administration software system called the school management software (TAGB Club Manager, School Management Software V3.0). The personal information you provide us with whilst a student is stored in this system, and we use this system to track your training including promotions.

This software is held in the cloud and is development and administered by black culm ltd (<https://www.blackculm.com/>) who are fully GDPR compliant.

### **TAGB (Tae kwon do Association of Great Britain)**

Solihull Tae Kwon Do is a member with TAGB. We are required to register students with the TAGB and this is a condition of training with Solihull Tae Kwon Do. We only share the personal information when necessary to register and license you. We share your name, address, phone numbers, e-mail address, date of birth, nationality, health information and details of criminal records.

## **BTC (British Tae Kwon Do Council)**

we are required to register you directly with the BTC for insurance. We share your name, address, phone numbers, e-mail address, date of birth, nationality, health information and details of criminal records

### **HOW LONG DO WE HOLD YOUR DETAILS FOR?**

Once you become a student we hold your personal information for the whole time you are a student with us. If you leave us we erase any records we have for you on our direct systems and request removal from all third party systems, except where required to hold them by law.

You have the right to object to our processing of your personal information and may do so at any time. However, we hold your personal information as part of our contract with you. If you don't want us to hold your personal information this will restrict your ability to attend our classes and be a student of SOLIHULL TKD.

## **YOUR ADDITIONAL INDIVIDUAL RIGHTS**

### **THE RIGHT TO ACCESS**

If you want to know what personal information we hold about you, you can contact us at [admin@Solihulltkd.co.uk](mailto:admin@Solihulltkd.co.uk) and we'll provide you with the information. We have a month to collate and deliver this information but try and make sure it's quicker than this. You can ask us to provide your personal information in a form that is easily transferrable to another organisation. This will be done in paper format.

### **THE RIGHT TO RECTIFICATION**

When you are a member of Solihull Tae Kwon Do we ask you to let us know of any changes to your personal information. If you tell us we've got something wrong, and we've shared that with another organisation as described in the section called "Who we share your data with", we'll tell them the correct information to enable them to update their records.

### **THE RIGHT TO WITHDRAW CONSENT**

Once you become a student, we will only contact you with information about being a student with Solihull TKD.

## HOW TO CONTACT US

If you have any questions about what we do with your personal information you can contact us at [admin@Solihulltkd.co.uk](mailto:admin@Solihulltkd.co.uk)

## YOUR AGREEMENT TO PROCESS YOUR INFORMATION

Further information about how we process your information is available our website [www.Solihulltkd.co.uk](http://www.Solihulltkd.co.uk) . By signing up as a student with Solihull TKD and agreeing to our policies, you are entering into an agreement with Solihull Tae Kwon Do and we will use your personal information in the ways we have described.

Ultimately we respect your privacy and adhere to GDPR guidelines.

## DATA STORAGE

All data is stored in related to Solihull Tae Kwon Do club is maintained in an encrypted format that is not accessible in an unencrypted format. Any cloud based storage is either fully GDPR compliant or requires 2-factor authentication for access.

Paper storage is required for grading cards, enrolment forms and any amended forms that have required a signature. Where possible, this information is scanned onto secure cloud storage and the original securely destroyed.

## ADDITIONAL INFORMATION

For additional information relating to the rights of the individual please follow the link below.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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