

Privacy Notice for Handling Personal Information for Bury St Edmunds Karate Club Members

This document outlines our approach to managing the personal information of Bury St Edmunds Shotokan Karate Club members. It serves as a dynamic resource that will be periodically reviewed and refined in accordance with data protection laws and our evolving systems.

About Bury St Edmunds Shotokan Karate Club: Our club's primary objective is to promote the art, sport, and practice of Shotokan karate in Bury St Edmunds. We maintain affiliation with the Karate Union of Great Britain (KUGB), a democratic non-profit organisation recognized by official European and World governing bodies. Our senior instructor, Antonio Cadeddu, holds a 5th dan black belt. You can reach the club by phone at 07810 024704 or visit our website at www.buryshotokankarate.co.uk

Membership Process: To join the club, prospective members are required to complete an online membership via kugb.org. This is filled out by applicants or their parents/guardians (if under 18 years old). The information requested is limited and relevant to the safe and efficient operation of both the club and affiliated organisation.

Personal Information collected: We may collect the following personal information

- **Name:** Necessary for maintaining attendance records and assessing eligibility for karate gradings.
- **Gender:** Required for categorizing participants in karate competitions.
- **Telephone Number/WhatsApp messenger:** Enables communication related to club updates and unforeseen class changes. Ensures we can assist you in case of emergencies during training sessions.
- **Email Address:** Enables communication related to the club
- **Date of Birth (if under 21):** Used for age-specific karate competition categories.
- **License Details (number and expiry date):** Monitors insurance coverage and assists with competition entry forms.

Special Category Information (Health): We may also collect health-related information, specifically pre-existing medical conditions, injuries, or limitations relevant to your karate practice. This ensures a safe training environment and minimizes injury risks.

Purpose of Personal Information: The collected data is solely used for efficient and safe club management. This includes maintaining attendance records and completing competition entry forms on behalf of members.

Data Retention: We retain personal information for the duration of membership, plus an additional 12-month period of inactivity to accommodate natural breaks in training. After this period, health-related information is erased.

Third-Party Sharing: We do not share your information with third parties unless it is necessary for KUGB-related purposes (e.g., gradings, competitions) or if legally required (e.g., court orders, criminal investigations).

Legal Basis: Our lawful basis for collecting and using personal information aligns with the legitimate interests of the club as outlined above.

Special Category Personal Information and Your Rights

Health Information: We use special category personal information related to your current state of health based on your express consent. This information is essential for ensuring your safety during karate training sessions.

Photographs and Celebrating Achievements: We celebrate our members' achievements by sharing photographs of them participating in karate training and competitions. These images may

appear in local news articles, on our website, and our Facebook page. This practice is also based on your express consent.

You have the following rights regarding your personal information:

- **Access:** You can request access to the personal information we hold.
- **Rectification:** If you find any errors, you can ask for corrections.
- **Erasure:** You can request the erasure of your personal information.
- **Complaints:** If you have concerns, you can lodge a complaint with the Information Commissioner at www.ico.org.uk