

# Somerset Wing Chun Kung Fu - GDPR Privacy Policy

V1.0



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## GDPR PRIVACY POLICY for Somerset Wing Chun Kung Fu

Somerset Wing Chun Kung Fu (SWCKF) is committed to preserving the privacy of all individuals (students, and 3rd parties we come into contact with in relation to our club activities) and to protecting any personal information provided to us. In particular, we believe it is important for you to know how we treat information about you that we may receive and how we carry out data processing practices.

Please read the following privacy policy to understand how we use and protect the information that you provide to us.

### How we use personal data:

We may use the personal information for the purposes of:

- providing club records, administration and accounting services to students and instructors of SWCKF;
  - including but not limited to Membership lists, T-Shirt lists, Assessment Records, Accountancy records and Insurance Lists.
  - The only third party we explicitly provide personal data to is our Insurers - The Amateur Martial Arts Association who are required to comply with the GDPR.
- maintaining a SWCKF website:
  - this includes maintaining an insurance and membership list on the Members Area of the SWCKF website at [www.somersetwingchun.com](http://www.somersetwingchun.com) protected by a password distributed only to FULL MEMBERS.
  - promoting SWKF on the general display area of the website. Where student images appear in the general display area of the website they will only be accompanied with Name, unless expressly authorised by the individual.
- subscribing you to SWCKF emailing service;
  - including emails to which you may unsubscribe at any time;
  - to let you know about any other SWCKF products, services, events, promotions, or other information we believe will be of value to you;
  - contacting you for your views on our services and to notify you occasionally about important changes or developments to the Website or our services;
- enabling Somerset Wing Chun Kung Fu to pay taxes;
  - Student records are maintained to provide a record of proof of payment. Personal details are not provided as part of the tax return, only anonymous numbers are delivered.
- where necessary, for crime prevention and prosecution of offenders.

Somerset Wing Chun Kung Fu will comply with the GDPR in regard to personal data supplied by the individual.

In accordance with the GDPR 2018 and for the purposes explained in this document, the individual student is asked to give EXPLICIT CONSENT for the collection and processing of their personal data by SWCKF.



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### International Data Transfers

We do not explicitly transfer data to companies in other countries but the limited subset of information located on the general display area of our website it is visible internationally and the limited subset of protected data in the Members Area, although not visible generally, may in certain circumstances become visible to staff of the web hosting company.

### Data retention and security of information collected:

We will retain your information for a reasonable period or as long as the law requires. In accordance with the UK's GDPR Data Protection Act 2018, we employ strict physical, electronic, and administrative security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage both on-line and off-line.

You have the right at any time to ask us for a copy of the information supplied by you that we hold under the GDPR Data Protection Act 2018, and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. Please contact us using the contact information below if you:

- wish to correct or update the personal information that you have provided to us;
- choose to opt out of any communications that you may have initially agreed to receive;
- have any comments, queries or requests relating to our use of your personal information or any questions about this privacy policy
- We may ask you to verify your identity and for more information about your request. We may also refuse your request in some circumstances and will give you reasons for doing so (e.g. if we hold information about you that we are required to keep by law for a period of time).
- You can update your information at any time, simply by submitting a written update (hardcopy or email) to the contact below. Your old information will be automatically replaced by your new submission.

The information you provide to us will be held on a PC and may be accessed by or given to:

- Our staff (SWCKF instructors & admin staff).
- Third parties who perform services on our behalf or to us:
  - Name, Forename, House Number, Post Code & DOB will be provided to the SWCKF Insurers for the purposes of Membership and Insurance. (Currently - The Amateur Martial Arts Association).
  - Forename, Surname Insurance Expiry Date may be accessible by web hosting staff as part of maintaining photographic content or the members Area of the website
- Government bodies and law enforcement agencies under a lawful information access request.

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## How long will we use your personal information for:

- We will keep your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
- For students that have left, we will keep your personal information in our records for 5 years from our last communication with you, to meet tax retention requirements plus up to 12 months for our internal processes to securely review and delete inactive records which is the internal data retention part of this policy.

## Policy Amendments:

We may update this Privacy Policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes. We will periodically ask you to update this consent to the latest version.

If you do not agree to our processing of your data in the manner outlined in this policy, please contact us and request to be removed (contact information at the bottom of this policy).

## Contact:

If you have any enquiries or you can contact us:

Somerset Wing Chun Kung Fu  
Bill McKay – Chief Instructor  
Email: somersetwingchun@btinternet.com  
Tel: 07975617610

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## Consent Statement:

I give explicit consent to the collection, storage, processing and disclosure of my personal data supplied to Somerset Wing Chun Kung Fu for the purposes as outlined in this document.

Full Name (Print): .....

Date: .....

Signature: .....