



Original Shinkukai Karate Association

PRIVACY STATEMENT AND THE GENERAL DATA PROTECTION REGULATIONS

Original Shinkukai Karate Association(OSKA) are members of the **English Karate Federation (EKF)**. It retains its status as an official **Karate Governing Body** through an agreement directly with OSKA. OSKA has a management Committee made up of members from the Association and takes its responsibility for the Protection of your personal data seriously. This privacy statement tells you what to expect when we collect personal information about you.

The General Data Protection Regulations (GDPR) comes into force on 25 May 2018 and is designed to unify data privacy requirements across the European Union and replaces the Data Protection Act 1998. There are several data protection principles and these details how data on individuals are obtained, stored and processed as below: -

- a) data must be processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) must be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- f) must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

What data will we hold on you

We will only collect such personal data from you as we need to enrol you as a member, be able to contact you by telephone, digital communication, and by post. We will also hold data about the Training Courses members have attended, tournaments/competitions our members have attended and records of grading decisions, grading achievements (grading results). We will hold details of any medical conditions and medications that you disclose to us.

How will we keep your data?

Your data will be held electronically on password protected spreadsheets, on the manual forms you have completed and some photos and grading details may be visible on our own website. Your manual application / renewal form will be scanned, and the digital version stored on an encrypted memory stick. The manual membership forms will be used to complete annual membership sheet on an excel spreadsheet.

Our Promise to you

Your data will only be kept on our records for the purposes of OSKA related activities and sending you your annual subscription reminder.

How will we keep your details up to date?

We will as far as reasonably practical endeavour to keep up to date with your data. We do however rely on you to advise us if your details change. You will have the opportunity to update your details at the annual renewal date.

How long will we keep your data for?

Your data will only be kept for so long as you allow us to keep it, you can request for it to be deleted at any time. However we may not be able to verify any gradings in the future if you do. Application / renewal forms are scanned, and the digital copy is kept for 6 years after you leave the club. The original form is shredded once scanned.

Your rights

Under the Data Protection Act 1998 and The General Data Protection Regulation you have rights as an individual which you can exercise in relation to the information we hold about you. You have a right to Complain to the **Information Commissioners Office** if you consider that we have breached our data obligations.

OSKA website

OSKA's website contains important documents like, grading and competition results, It also shows upcoming events such as grading dates, competition locations and dates plus forthcoming events such as training courses and seminars.

Security

The website is hosted in the UK and is open to the public. All the website registration details are only accessible by the Webmaster.

If you contact us via social media or email

OSKA has accounts with Facebook and other Social Media platforms, and these 3rd parties will have their own appropriate filters and security controls.

Complaints or queries

OSKA tries to meet the highest standards when collecting and using your personal information. For this reason, we take any complaints we receive about this very seriously. We encourage members to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. If you want to make a complaint about the way we have processed your personal information, you can contact us at membershipofficer@shinkukai-karate.uk

Access to personal information

You have a legal right to know what data we hold on you. We will address this if you make a 'subject access request' under the GDPR. If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

To make a request to OSKA for any personal information we may hold, you need to put the request in writing addressing it to the Club Secretary. If we do hold information about you, you can ask us to correct any mistakes.

Links to other websites

This privacy statement does not cover any links within the website linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy statement

We keep our privacy statement under regular review and will be updated if any future legislation requires it or a problem is found with our systems. Responsibility for keeping the statement under review rests with the current Club Secretary who also has the role of Data Protection Officer.

How to contact us

Details on how to contact us can be found on the website, by email or by speaking directly to the Club Secretary at the weekly training sessions.