

## **Privacy Notice**

### **The categories of Club Members information that we collect, process, hold and share include:**

- personal information (such as name, address,)
- special categories of data including characteristics information such as gender, age, membership contract information (such as name, date of birth, Address, emergency contact)

### **Why we collect and use this information**

We use member information data to:

- register for
- to keep members informed of club activities, events, hall closures etc.
- to contact members in the event of returning lost property to them or for emergency contact

### **The lawful basis on which we process this information**

We process this information under the membership contract you have entered into with Dartford Ju Jitsu Club or in relation to the steps taken to enter into that contract.

Where information of a non-sensitive nature is processed and is therefore in the Club's legitimate interests i.e. membership of the club. Where sensitive data is processed by means of consent, with appropriate safeguards and is in the legitimate interests of the Club. Or is in your vital interests.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain membership information to us or if you have a choice in this.

### **Storing this information**

We hold your data for the duration of your membership with the club. Where we have invoiced for items or collected payments, the Club will retain your information for 7 years.

### **Who we share this information with**

We routinely share this information with:

- Mushin Budo Association

The reason for sharing your data is to process insurance for membership licence.

## Why we share membership information

We do not share information about members with anyone without consent unless the law and our policies allow us to do so.

It is a pre-requisite of the sport that all club members register Mushin Budo Association, hence we will supply information to them for insurance purposes.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Carol White-Griffiths, Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

If you would like to discuss anything in this privacy notice, please contact:  
Carol White-Griffiths, [dartfordjic@yahoo.com](mailto:dartfordjic@yahoo.com)