

T-UK Chester Taekwon-do Personal Information Policy

While you are a member of T-UK Chester Taekwon-do, the club will retain personal information about you, including your name(s), date of birth, address, contact details and relevant medical conditions (if any). We require that information so that we can arrange and supply you with training insurance, membership, suitable Taekwon-do/martial arts classes and associated services. To comply with GDPR Regulations (from 25th May 2018 onwards), that personal information will be managed as follows:

1. Your personal information (and/or that of your dependents, in the case of parents/guardians whose children are club members) will be stored in digital format, on a password protected hard drive. Only partners and (some) qualified club instructors will have access to that hard drive.
2. Any of your personal information held by the club that is not required for the club's accounting and tax purposes will be deleted from our records within six months of your membership/license expiry date, or within six months of your last involvement (training) at the club. A minimal amount of personal information, which is required for the club's accounting and tax purposes may be retained for more than six months, but will be deleted within no more than three years of your membership expiry or last attendance.
3. In addition to point 2, you can request that your personal information be deleted at any time, although doing so will also be treated as an instruction to terminate your membership of the club.
4. You can ask to review or update the information we hold about you at any time.
5. Printed membership forms or other media containing your personal information will be stored in a lockable container or briefcase whilst it is being processed (e.g. during a membership application or renewal process). The physical forms or media will be destroyed at the completion of that process, when the data has been transferred to digital format.
6. Your personal information will not be shared with other parties, except where it is a necessary part of our services. For example, your information will need to be shared with the T-UK membership office, which is also compliant with GDPR. Some (necessary) information will also need to be shared when a member applies to take part in events such as tournaments or training seminars and gradings, etc. Your application to join such events will be treated as consent for the required personal information to be shared with the appropriate parties.
7. Group e-mails or other communications to club members will, where possible, normally be sent in such a way that members' details (e.g. e-mail addresses) are not visible to all recipients. Any member can request to be removed from e-mail (or other) distribution lists at any time.
8. If you are not satisfied with how we store or manage your personal information, we respectfully request that you raise any concerns with our partners or instructors. However, you also have the right to complain to the Information Commissioner's Office (ICO).