



Mercia Tang Soo Do

GDPR Policy

WHAT DOES GDPR MEAN FOR MTSD? For the purposes of this document “MTSD” refers to Mercia Tang Soo Do

What does the EU General Data Protection Regulation (GDPR) mean for clubs and associations? The GDPR applies to anybody who collects or processes personal data. If you collect any personal data in running your club in any form, paper records, index files or computer records then the GDPR will apply to you.

Key changes in the legislation

The new legislation is based on individual’s rights and individual empowerment for the protection of their data, significantly higher standards of consent are required than before. The individual must provide clear, freely given, specific, informed and unambiguous consent for the organisation to process their personal data. The consent document should be laid out in clear simple terms. MTSD obtains these consent/s via our various application forms. The definition of personal data has been significantly expanded. Please note that Parental/Guardian consent is required for the processing of personal data of children under age 16. Processes must be built on the principle of privacy by design, with the principles of protection of data built it from day one.

Data retention

Retention policies need to be clear. You can’t keep data for longer than is necessary for the purpose for which it was collected. You also need to inform people how long you will keep their personal data and you can’t keep it indefinitely.

Breaches

You will only have 72 hours from being aware of a breach to report it to the ICO. You need to make sure that personal data is held securely, i.e. that electronic documents are encrypted and/or password protected and that they are backed up on a regular basis. You also need to make sure that you and your assistants if any, can identify when a breach has happened and that they know what they should do and who they should talk to.

Data transfer

One of the principles of the Data Protection Act 1998 (and the GDPR), is that you can only process data for the purpose for which it is collected. This means that if you collect a name and contact details of an individual, so that they can become a member of your club, you can’t simply use that information to allow your affiliates to contact them for marketing purposes. You also need to tell people when they join your club if you are going to transfer their data, for example to an umbrella organisation. Privacy or data capture statements When individuals provide you with their details, make sure you are clear and transparent about why you have it and what you will do with their

information. This means you need to make sure that you have the right data capture statements to present to individuals when they give you their personal details.

MTSD GDPR POLICY

We respect the privacy of all members who join us. We may use the details you supply to us to contact you via telephone, email, social media platforms or post so that we can send you information regarding your membership, club and other relevant news.

Confidentiality

MTSD respect confidentiality in the following ways: We will only ever share information with a parent about their own child. Information given by parents to MTSD about their child will not be passed on to third parties other than MTSD insurers without permission unless there is a safeguarding issue. Issues relating to instructors or staff, whether paid or voluntary, will remain confidential to those making personnel decisions. Any personal data is stored securely in a lockable file. Any digital information is encrypted or password protected.

What personal data we hold on you

You may give us information about you or your family member by filling in application forms at the club or online, or by corresponding with us by phone, email or otherwise. This includes information that you provide when you fill out an application form, or subscribe to any online service on our website. The information you give us may include for example your name, date of birth, address, e-mail address, phone number and any emergency contact details. We may also ask for sensitive personal data such as any relevant health information and any criminal convictions which may have a bearing on any safeguarding issue as detailed in our Safeguarding Policy.

Why we need your personal data

The reason we need your data is to be able to administer your membership and insurance requirements. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are applying for.

Sharing of personal data

There are reasons why we may need to share personal data both internally within MTSD and externally. Processing of application forms for insurance purposes with our approved insurance supplier/s. To manage training sessions, special events or competitions. To provide information about club activities, membership renewals or invitations to events. Newsletters promoting club activities and competitions. Publishing of competition results. Marketing and communications (where separate consent is provided.) Providing information about promotions and offers. Providing information about selling/purchasing of merchandise and equipment. Any sensitive personal data that we may hold on you is only processed for D.B.S. (Disclosure and Barring Service) or Safeguarding checks. Medical data for insurance purposes, which may also be shared with registered instructors or emergency services to allow the safe running of any training sessions/competitions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it. MTSD may have an official presence on social media platforms/internet (For example Facebook, WhatsApp, Instagram.) If you join one of the social media platforms, please note that providers of the social media platform/s have their own data/privacy policies and that MTSD do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

When you become a member of MTSD, you are also registered with any umbrella organisations under the wing of MTSD. MTSD does not share any personal data it holds to any other third party than otherwise stated above or process data for any further purposes other than those detailed in this policy. MTSD will share any data that we hold with law enforcement agencies where we are legally obliged to do so. MTSD does not store or transfer your personal data outside of the U.K./E.U.

How long we hold your personal data

We will hold your personal data on file for as long as you have an active account with us. Membership data is generally updated every year on annual membership/insurance application forms. Any personal data we hold on you will be securely destroyed after three years of inactivity on your account. (Subject to any other data retention requirements as required for example accident records, insurance claims or any other reason where we are required to do so by law.)

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the MTSD. If you choose not to share your personal data with us we will not be able administer your membership/insurance which will have an affect on you joining or renewing membership/insurance at any MTSD registered club.

Contact & communication with us

Persons contacting this us through a website or social media platform do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use. Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you products/services information through a mailing list system.

Email mailing list & marketing messages

We may operate an email mailing list program, used to inform subscribers about products, services and/or news we supply/publish. Users may be able to subscribe through an online automated process if available. Where members have given their explicit permission. Subscriber personal details are collected, processed, managed and stored in accordance with this policy. Subscribers maybe able unsubscribe at any time through an automated online service if available. But otherwise can unsubscribe by following the detailed information in the footer of sent marketing messages. Email marketing messages may contain tracking beacons/tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.