



## SHUZOKU WADO-KAI ASSOCIATION

# GDPR Policy

### What we need

The Shuzoku Wado-Kai Association (SWA) will be a “controller” of the personal information that you provide to us in this form, unless otherwise stated.

When you register as a member of the SWA or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, phone number and date of birth;
- membership criteria / category – athlete, parent, volunteer;
- Coaches, assistants coaches and some volunteers will be required to provide further information in order to comply with insurance, PVG and other coaching requirements

### Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- provide you with core member services, including licensing, courses and competitions
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

### Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- promote and encourage participation in Traditional and Sport Wado-Kai karate in Scotland by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;

- provide competition within the SWA and SKGB by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in the sport of Scotland by monitoring members' engagement and participation through attendance and inviting our members to participate in surveys for researching and development purposes;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to karate. We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [licences@wado.scot](mailto:licences@wado.scot)

If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### **Why do we need your personal information? Legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- the Companies Act 2006 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- our **sportscotland** regulatory requirements to report on the size, achievements and profile of our membership; and the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

### **Why do we need your personal information? Equality monitoring requirements**

We are required to use our members' personal information relating to your disability (if any), ethnic group, religious belief, gender identity and sexual orientation for equality monitoring purposes as required by **sportscotland**.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within Traditional and Sport Karate.

## **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

We may be asked by our member clubs to collect and store personal information about their individual members. Where we do this, the clubs have a responsibility as “controllers” to provide their members with privacy notices and we will not use such personal information for any other purpose.

## **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with the sportscotland for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

The SWA’s licencing officer administers our membership database.

## **How will we protect your personal information?**

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our staff for the purposes set out above.

## **How long will we keep your personal information?**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

## **Child Protection**

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of the SWA and for how long. We need to do this to

comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against the SWA.

## **Your rights**

You can exercise any of the following rights by writing to us at [licences@wado.scot](mailto:licences@wado.scot)

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and if you wish us to delete your personal information, you may request that we do so.

Any requests received by the SWA will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information

Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

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