

# Privacy Notice and our Terms and Conditions



At Colchester JKA Karate club we take your privacy seriously and adopt a privacy first approach, both through our website and at our club. When you email us from our website or directly to our email address, we will keep your details only for contact purposes. We will delete these details from our system in one month, if you do not join our club. If you choose to join our club, we will retain this data whilst you are a member of our club. The data we will hold in all cases is:

- Name
- Address
- Date of Birth
- email address
- Home telephone number
- Mobile telephone number

We also hold the following data on students:

- Basic medical conditions for emergency purposes only
- Class attendance
- Your Grade/belt level in karate
- The date you took any karate examinations with us, and your grading exam details

We will not use this personal information for any purpose other than administering your membership of our club, including notifying you of JKA events, examinations, lesson attendance / cancellations.

Under the new GDPR regulations, our club members have certain rights. These are listed in summary here.

- The right to be informed. We will always keep you informed of any changes to our procedures regarding the data we hold.
- Right of Access. You may ask us at any time for a copy of the data we hold and we will provide this in 30 days from the date of the request.
- The Right of rectification. If the data we hold is inaccurate, you have the right to ask us to correct this information.

- The right to erasure. Your personal details as outlined above are held to enable your membership of the club. When you leave the club, you have the right to request us to delete your details.
- The right to restrict processing. We will not process your data outside of the requirements of Colchester JKA & JKA England
- The right to portable data. If requested, we will make available your details to you
- The right to object. You may object to the data we hold on you.
- Not to be subjected to automated decision-making including profiling. We do not undertake any automated decisions or profiling.

We use cookies on our website as session cookies where required and in the future we may use google analytics to better understand our impact on the web. We also use social media as a club, through Facebook and Twitter. You may join our groups and like our pages as you wish. We provide information on class changes and karate events through our use of social media. The facebook group, is a closed group and you must choose to join it. If you have a valid reason for joining our group, your membership will be permitted.

The above personal data is held securely by us. Should you feel there has been a data breach, please contact our Data Protection Officer Georgina Grayston at: [info@colchesterjka.co.uk](mailto:info@colchesterjka.co.uk)