



SVJ Karate Club Privacy Statement

May 2018

Our Club

We are a non-incorporated sports club, founded and operated by voluntary karate instructors affiliated to SKIF Ireland.

In the course of maintaining club records which are necessary in order to establish and maintain our not-for-profit status with Revenue, and for the purpose of maintaining a record of attendance and grade, we collect data from our members.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. We use certain expressions throughout this document such as **Personal data**. This means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. We do not collect special categories of personal data or sensitive personal data. We do collect attendance records.

For the purpose of General Data Protection Regulation (the 'GDPR'), the data controller is the club Secretary.

What information do we collect from you?

You give us information by:

- corresponding with us by phone, e-mail or otherwise.
- applying to become a member of the club. To do so requires an application form with applicant's name, date of birth, address, email and phone numbers. We do not collect email or phone data from members under 18 years, but in the case of such members we require those details of at least one their legal guardians.
- Signing your attendance at classes on our laptop. Where members fail to sign in we will record their attendance on the laptop manually.
- Paying fees to the club
- Taking grading examinations at SKIF Ireland seminars.

Why do we collect this information?

We collect the information to operate the club effectively and to allow us to ensure that members are licensed by SKIF Ireland. Active members have their email addresses added to our mail distribution list, and their phone numbers are added to a text alert group.





We will use this information:

- to liaise with you about the work of the Club or the SKIF Ireland association;
- to maintain a mailing list and a text alert group;
- to organise and communicate events and opportunities for you;
- for planning purposes and to improve our services;
- This list is used only by the club secretary to alert members to upcoming events or issues relating to their membership.

The legal bases for the processing of your data are:

1. that you have provided consent for the processing for one or more specific purposes. For example, when you apply for club membership.
2. processing necessary for the performance of a contract which you have entered into with us.
3. processing necessary for compliance with a legal obligation to which we are subject.

What information about you do we obtain from others?

The club does not obtain any data from members from other sources.

Who might we share this information with?

We may share your information with SKIF Ireland for the purposes of acquiring and renewing a license with that organisation. This is necessary for our members to hold recognised grades and to attend SKIF seminars.

- The only data we share with SKIF Ireland is the name, date-of-birth and (karate) grade of our members.

In the case of a recorded injury to one of our members, we may share details of the injury event with our insurers.

We do not share your email nor your contact details with other organisations, nor with other members of the club. Where emails are sent to our members the distribution list is hidden so that members do not receive contact details of their fellow members.

How long do we keep hold of your information?

The time periods for which we retain your information depends on the type of information and the purposes for which we use it. We will keep your information for no longer than is required or permitted.

We do not transfer your data outside of the EU.





What are your rights with respect to your information?

You have the following rights

- The right to access the information we hold about you.
- The right to require us to rectify any inaccurate information about you without undue delay.
- The right to have us erase any information we hold about you in circumstances such as where it is no longer necessary for us to hold the information for your use of our services or if you have withdrawn your consent to the processing.
- The right to object to us processing information about you such as processing for profiling or direct marketing.
- The right to ask us to provide your information to you in a portable format or, where technically feasible, for us to port that information to another provider provided it does not result in a disclosure of information relating to other people.
- The right to request a restriction of the processing of your information.

Where our processing of your information is based on your consent to that processing, you have the right to withdraw that consent at any time but any processing that we have carried out before you withdrew your consent remains lawful.

You may exercise any of the above rights by sending an email to The Secretary, instructors@svjkarate.net

You may lodge a complaint with your local supervisory authority with respect to our processing of your information. In Ireland, the local Supervisory Authority is the Office of the Data Protection Commissioner with an address at Canal House, Station Road, Portarlinton, Co. Laois.

What will happen if we change our privacy notice?

This notice may change from time to time, and any changes will be posted on our website and will be effective when posted. This notice was last updated on the date appearing on the first page.

