



Bearsden

Martial Arts

Bearsden Martial Arts Club Privacy Policy 2018

Bearsden Martial Arts Club (“BMAC”) and Bearsden Junior Martial Arts Club (“BJMAC”) take the privacy of our members seriously. We are a “controller” of personal information that is provided to us and this privacy policy sets out how, why and for how long we will use personal data, as well as who it is shared with.

It also explains members legal rights as a data subject and how to exercise them. We shall collect, use and store your personal data as described in this Privacy Policy, and as referred to when we collect data from you via our membership forms and other reasonable means.

We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check our website for any amendments - www.bearsdenmartialarts.org.

What we need from you

When you register as a new member or renew your membership of BMAC (including if you are registering or renewing a membership for BJMAC on behalf of a young person aged 16 or under), we may ask you for the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses.
- Safety and emergency details – e.g. emergency contacts, relevant health conditions and/or disabilities that may impact on training.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you membership of the club.

Why we need your personal information

Contractual purposes

We need to collect our members’ and customers’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal, collection of membership fees.
- Set up access to restricted club online sites (e.g. Facebook group, OneDrive).

- Organise club activities.
- Register your membership with the Shoto Budo organisation and provide you with insurance cover.

Legitimate purposes

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

- Provide you with news and updates about the activity of the club, training, general meetings or other events.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at training, events and courses. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Legal obligations

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

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers can undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

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

Who we share your personal information with

When we register your membership with the Shoto Budo organisation, we pass on your personal data to the organisation secretary.

We may be required to share personal information with statutory or regulatory authorities 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 professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

BMAC may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

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

- Instructors, coaches and event organisers receive details of course or event participants.

How we protect your personal information

Your personal information is accessed by our Club Secretary only for the purposes set out above. It is stored by our club on paper forms and in electronic formats such as spreadsheets. Email addresses and telephone numbers may be stored in a restricted access folder on Microsoft OneDrive. Photos and videos may be stored on the club's website and Facebook pages. Consent must be provided for images to be used in this way. Your personal data is transferred to the Shoto Budo organisation by club secretary.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you request otherwise, we shall review and delete your personal information where you have not renewed your membership with us for one year.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a "subject access request".
- Request that we delete your personal information.

You can contact us via club website <http://www.bearsdenmartialarts.org/contact-us.html>

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk