

## **UKTKD Privacy Policy**

The UKTKD respects your privacy and we are committed to protecting your personal data. The information you give enables us to provide the services you have requested from us.

These services include attending classes, competitions, grading's, seminars and other events that we support.

UKTKD collects this information at the point of registration, we do not collect personal information from third parties.

### **Information Collected**

Information collected from a student includes;

Full Name

Date of Birth

Gender

Address

Telephone Number (if under 18 that of parent/guardian)

Email address (if under 18 that of parent/guardian)

Emergency contact name and telephone number

Photograph

Medical conditions that may affect your training

If you do not provide the UKTKD with this information, unfortunately you will not be able to become a member of the UKTKD.

### **Why UKTKD collects this information**

We are required to keep the information you provide us with to enable the UKTKD to provide the products and services you have requested from us.

Maintaining records of your grade status

Maintaining records of UKTKD events participated within, e.g. seminars, competitions, grading's

Recording financial information of fees paid to UKTKD

Sharing personal information with WAKO GB, our current Insurance Provider and National Governing Body

Contacting you with information about your club and UKTKD

### **How long is your information kept?**

The length of time we retain your information is determined by a number of factors including the purpose for which we use that information and our obligations under other laws.

We may need your personal information to establish, bring or defend legal claims. For this purpose we will retain your personal information for 7 years after it is no longer needed by us after your membership to UKTKD has lapsed. The only exceptions to this are where the law requires us to keep your information for a longer period or delete it earlier.

### **Other websites**

Our website contains links to other websites. Our privacy policy is limited to UKTKD, so when you visit other websites you should read their own privacy policy.

### **Special Cases**

We may also disclose personally identifiable information to third parties when required by law or is pertinent to judicial or government investigations or proceedings, or otherwise necessary to protect our Web site or the safety of its users. Other than as set forth above, we do not at present intend to use your personal information for other purposes.

However, in the future we may disclose personal information you have provided to third parties for additional purposes and in the event we do, we will provide notices of such use to our users.

### **How to Complain**

Please let us know if you are unhappy with how we have used your personal information. You can contact us at [uktkd@btconnect.com](mailto:uktkd@btconnect.com)

You also have the right to complain to the Information Commissioner's Office. Their website is available at <https://ico.org.uk/concerns/>

UKTKD complies with all Data Protection Regulations. We keep our privacy policy under regular review and will place any updates on this page. If there is a material change to our data collection, use or disclosure practises we will obtain your consent.

**Updated 30-05-2018**