



Privacy Policy

Wellingborough Kempo Karate Club Privacy Notice

What this privacy notice covers

Wellingborough Kempo Karate Club is committed to protecting your personal information. In this notice, references to 'we', 'us' or 'WKKC' means Wellingborough Kempo Karate Club. This notice explains how we collect and use the personal information about you.

Who we are

WKKC is operated by Mick Bazylewycz, Jo Bazylewycz and Des Watson for it's members. It is affiliated to the British Institute of Karate Organisation.

WKKC operates the website www.wkkc.org.uk.

WKKC is a data controller under the data protection rules and our Data Protection Officer is Des Watson contactable at kemp0karate@aol.com.

Information we gather.

WKKC gathers certain information about you. Information about you is also used through our affiliation named The British Institute of Karate Organisation (BIKO).

We collect information in the following ways:

Information you give us.

When you become a member of WKKC you will give us information. You may also give us information when using our Website. Information may include your name, date of birth, postal address, email address, phone number, a personal description, medical information that we may need to be aware of and a photograph for licence purposes. This includes children and adults.

Information we get from your use of our Website

We do not collect any information from your use of our website unless you fill out a contact form and submit directly to us.

How we may use your information

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of British Institute of Karate Organisation, we have a legitimate organisation interest to use your information to respond to you and give you the benefits of being a member as explained in our information pack regarding features of being a member.

We also rely on obtaining your consent to use your personal information. For example we will seek your consent to receive via email information about competitions and events we are holding and changes to training times or venue.

We may use your information for a number of purposes including the following:

1. compliance with legal, regulatory and corporate governance obligations and good practice;
2. to provide you with information about our activities that you have agreed to receive.

We will use the information we get from your use of our Website and service to:

1. administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
2. improve our website to ensure that content is presented in the most effective manner for you and for your computer;
3. allow you to participate in interactive features of our service, when you choose to do so;
4. as part of our efforts to keep our Website safe and secure;
5. measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
6. make suggestions and recommendations to you and other users of our Website about goods and services that may interest you or them; and
7. any other reasonable purposes of Wellingborough Kempo Karate Club, acting always in accordance with the data protection law (as amended from time to time).

We will use the information you give us to:

1. perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for);
2. administer the sport of Karate, for instance by organising tournaments;
3. provide you with information about other goods and services that we offer that are similar to those that you have already enquired about;
4. notify you about changes to club membership, including but not limited to any changes to the Members Benefits;
5. ensure that content from our Website is presented in the most effective manner for you and for your computer; and
6. any other reasonable purposes of Wellingborough Kempo Karate Club, acting always in accordance with the data protection law (as amended from time to time).

Information Sharing and Disclosure

We may share your information with the following selected third parties:

1. Associate bodies such as British Institute of Karate Organisation (BIKO), licensing, insurance regarding Karate events only or to allow the associate bodies to manage the running of the sport in their areas.

We may disclose personal information to third parties if we are under a duty to disclose your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

Users under 18

If you are under 18 a Parent or Guardian must fill out the membership form and sign consent giving us your personal information. When we collect data about a child or young person aged under 18 we will make it very clear as to the reasons for collecting this data and how it will be used.

Keeping your records

We keep records only for as long as required to operate the service in accordance with legal requirements and tax and accounting rules.

Should a student not train for 12 consecutive months, all records will be deleted and forms destroyed.

Where we may store your information

The data that we collect from you will be stored by the club data officer, it will also be transferred and stored at WKKC encrypted offline systems. By submitting your personal data, you agree to this transfer, storing or processing. Wellingborough Kempo Karate Club will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Your rights

You have the right to:

1. Have any inaccuracies in your data corrected. If you would like to update the details we hold about you, please contact the Data Protection Officer via telephone, e-mail or by letter.
2. Request that we delete your personal data.
3. Request that we do not process your personal data for marketing purposes.
4. You have a right to request a copy of the personal information that we hold about you. We require you to prove your identity with two pieces of approved identification. Please address requests to the Data Protection Officer and we will respond within one month, of receipt of your written request and confirmed ID. Please provide as much information as possible about the nature of your contact with us to help us locate your records. This request is free of charge unless the request is manifestly unfounded or excessive.

Changes to this notice and the way we treat personal information

We may update the terms of this privacy policy at any time, so please do check from time to time.

We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our Website or Facebook page. By continuing to use our Website you will be deemed to have accepted such changes.

Enquiries and Complaints

The Data Protection Officer is the first point of contact regarding any enquiries arising from this Privacy Notice. Where possible, please raise all enquiries in writing.

If you are unhappy with our work or something that we have done or failed to do regarding your data, please inform us in writing or email. Wellingborough Kempo Karate Club will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days.

All complaints should be sent to www.kemp0karate@aol.com

