

GDPR Policy for Gesar Karate Club CIC

1. Introduction

This GDPR Policy outlines how Gesar Karate Club CIC (hereafter "the Club") collects, uses, stores, and protects personal data of our members, prospective members, volunteers, and staff, in compliance with the General Data Protection Regulation (GDPR) and relevant UK data protection laws.

2. What Personal Data We Collect

- Member information: Full name, date of birth, contact details (email, phone number, address), emergency contact information, medical conditions, martial arts grade/rank, and payment history.
- Prospective members: Name, contact details, and information provided during trial sessions.
- Volunteers/staff: Additional details such as DBS check records, qualifications, and employment-related information where applicable.

3. Why We Collect and Use Personal Data

- To manage membership and communicate important club information (training schedules, events, safety updates).
- To ensure participant safety by having access to medical and emergency contact details.
- To process payments for membership fees, grading exams, and training materials.
- To comply with legal obligations (e.g., safeguarding requirements, tax regulations).
- To improve our services and organize club activities effectively.

4. How We Protect Personal Data

- Personal data is stored securely in password-protected digital systems or locked physical filing cabinets.
- Access is restricted to authorized club officials only, who have a legitimate need to view the information.
- Data is retained only for as long as necessary (e.g., membership records are kept for 7 years after membership ends for legal and financial purposes).
- We do not share personal data with third parties unless required by law, or with explicit consent (e.g., sharing grade information with national karate associations).

5. Your Data Protection Rights

Under GDPR, you have the right to:

- Access the personal data we hold about you.
- Request correction of any inaccurate or incomplete information.
- Request deletion of your data where it is no longer necessary for the purposes we collected it.
- Object to or restrict the processing of your data in certain circumstances.
- Request data portability where applicable.

To exercise any of these rights, please contact our Data Protection Officer (DPO) at [contact email/phone number].

6. Changes to This Policy

We may update this GDPR Policy periodically to reflect changes in our practices or legal requirements. Members will be notified of any significant changes via email or notice at the club training venue.

Would you like me to focus on a specific section of this policy (e.g., safeguarding for junior members, payment data handling) or adapt it for a particular type of karate club