



Saracen Martial Arts.
Porterian,
Loch Lane,
Watton,
THETFORD
IP25 6HE

25th May 2018

DATA PROTECTION – FAIR PROCESSING NOTICE

The Saracen Martial Arts Group

1. Purpose

This Fair Processing Notice (or Privacy Notice) is issued in accordance with the EU General Data Protection Regulation and the Data Protection Act 2018. It covers all data processing activity undertaken within the Saracen Martial Arts Group, for the purposes of this document the definition of Group includes all the clubs listed on the club's website, smatkd.co.uk.

2. Data Controllers

The Data Controller for the Group is as follows:

Name	Role	Telephone	email
Ian Soame	Chairman	01953 882034 / 07971 038365	iansoame@googlemail.co m

The Group has not formally appointed a Data Protection Officer. The Data Controller will undertake these duties.

3. Why are we processing your data?

So that we can safely deliver the training of martial arts within the Group, each club, may need to hold basic demographic information about junior members, their parents or carers (where applicable), senior members and any adult volunteers, (the Data Subject(s)).

In addition where the Group hosts competitions or other events that involve martial arts members from outside the Saracen Martial Arts Group, the Group will hold demographic information about these competitors but only for the duration of the competition series.

We will use this information to contact you in an emergency.

4. What data will we process?

The data we will process will include:

- Names
- Addresses
- Telephone Numbers
- Age
- Email addresses
- Health conditions
- 3rd Party Contact information
- First Aid accident book and Insurance forms are maintained in paper copy.

5. Who will have access to this data?

The Data Controller and instructors at each club will hold and/or have access to this information.

6. Who else will have access to the data we process?

No one else will have access to the data.

7. Where will the data be held?

Your data will be processed and stored in the following manner:

- By the instructors on their own home computers.
- In physical (paper) records held by the instructors.

8. How long do we retain the data for?

We will retain your data for as long as the Data Subject remains a member of the Group. When the Data Subject leaves we will delete it within 3 months (the group has a retention period following expiry to ensure late renewals information is not lost). Physical paper records of First Aid accident book and insurance forms will be kept in accordance with prevailing legislation.

9. What is our Legal Basis for processing your data?

We must have a legal basis to process your personal data. Our legal basis is under Article 6 (1) (a): the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

We consider your consent to be given when you complete and return any documentation we send to you. This can include data capture forms when a new member joins the Group. It will also include verbal consent.

Should you wish to withdraw your consent, it may be that this decision will prevent a data subject from being a member of Saracen Martial Arts as we cannot guarantee that we can comply with our rules on delivering safe martial arts.

10. Your Rights

Should you have any questions relating to your data protection rights, please contact the persons listed in Paragraph 2.