

## SL TKD data protection privacy policy

When you use this site, you may choose to give us a certain amount of personal data relating to you and your child(ren). Under the General Data Protection Regulation which is coming into force in May 2018, we are required to tell you what information we collect and what we do with it. This is called a Privacy Policy.

### Information that we collect from you

The information that we take from you relates to your (and that of your child(ren)) name, address, date of birth, email address, Facebook login (if you want to join our Facebook group), location of nearest SL TKD club and whether you have any medical issues that might affect your training or the way that we provide your training. If you choose to pay your subscription fees by direct debit, then we will also record and store your bank details.

During your time at the SL TKD club, we also compile a history of your training progress and record your grading dates and level.

With regard to each of your visits to our site we will automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, Google Analytics Information – more information available [HERE](#);
- information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), products you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number.

### Information about how we use cookies

Our website uses cookies. A cookie is a small file of letters and numbers that we put on your computer if you agree. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allows us to improve our site. The cookies we use are "analytical" cookies. They allow us to recognise and count the number of visitors and to see how visitors move around the site when they are using it. This helps us to improve the way our website works, for example by ensuring that users are finding what they are looking for easily.

### Uses made of the information

We use information held about you in the following ways:

#### 1) Information you give to us.

We use this information in a variety of ways:

- to fulfil the provision of our TKD services to you;
- to complete orders to products that you may purchase - such as doboks, club merchandise etc;
- to let you know about news and events coming up - either to do with the club or the TAGB courses and competitions.

We use this information so that we can keep in contact with you, so that we can provide you with training, training information, dates of gradings and competitions, notifications on Facebook, birthday

cards and bookings of birthday parties, details of marketing initiatives that the SL TKD club gets involved in (and there are many!).

**2) Information we collect about you.** We will use this information:

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

**Disclosure of your information**

We do not actively give your personal data to third parties except where required to fulfil our obligation to provide training to you. We give your personal data to the TAGB and its national and regional representatives. We may also give your information to selected third parties if we are fulfilling orders for kit, or birthday parties for example.

We may also give your personal and medical details to a professional medic in the event of an accident or emergency whilst you are at the club.

You agree that we have the right to share your personal information with:

- Selected third parties including:
  - business partners, suppliers and sub-contractors for the performance of any contract we enter into with you;
  - analytics and search engine providers that assist us in the improvement and optimisation of our site;
  - credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

**We will disclose your personal information to third parties:**

- If the business is acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our acceptable use policy; or to protect the rights, property, or safety of the business and/or our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

**How we store this information and how long it is stored for**

You will appreciate that despite being Awesome since 1994, we are a small local club, focusing on the provision of TKD training. We are not a multinational corporation with state of the art IT and a dedicated IT professional team working 24/7. We do what we can so that your data is safely stored. We are not a top target for hackers and we use standard off the shelf software which has built in firewalls and security. We will do our best not to leave your data on trains or in the pub and if you have **any concerns** at all about your personal data, please contact Stephen directly on [stephen.lamberth@btinternet.com](mailto:stephen.lamberth@btinternet.com).

We will store your personal information for so long as we consider reasonable or until you tell us to delete it, whichever is the sooner. When considering what is a 'reasonable' period to store your data we take into account factors such as whether you are still a member of the club, whether we still need to keep your data for financial records or other legal obligations on us and whether you have indicated that you wish to receive newsletters etc.

## **Photos**

It will not have escaped your notice that we are very fond of photos at SL TKD club! We love our members and love capturing special moments at gradings, in training sessions and at our social events.

However, we absolutely take on board the fact that some people are less keen on photos than we are. We also understand that there may be legal reasons why you do not want your photo or that of your child appearing on social media. We will only publish photos on social media or use them in advertising of the club (and its merchandise) with your specific consent which you can give (or not) below.

When taking photos of us, please be mindful that not everyone has consented to having their photos taken. Please **ONLY** take photos of your own children, being careful to ensure no other children are in shot unless you have permission from the parents.

## **Where we store your personal data**

Our sites are hosted by a third party hosting provider and your data is therefore stored within the EU.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **Your rights**

You have the right to ask us not to process your personal data for marketing purposes. You can also exercise the right at any time by contacting us at [stephen.lamberth@btinternet.com](mailto:stephen.lamberth@btinternet.com).

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **Access to information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## **Changes to our privacy policy**

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to: Stephen Lamberth, 31 Cotswold Close, Verwood, Dorset, BH31 6UJ.