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Data Protection Policy

We are committed to protecting the privacy and confidentiality of information provided by our members and uphold the relevant data protection principles, and process your personal data in accordance with the Data Protection Legislation.

This privacy policy statement shows how we use and protect the information that you provide. This policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below.
- Meeting our legal obligations as laid down by the Data Protection Legislation.
- Ensuring that data is collected and used fairly and lawfully.
- Only processing personal data to meet our operational needs or fulfil legal requirements.
- Taking steps to ensure that personal data is up to date and accurate.
- Establishing appropriate retention periods for personal data.
- Ensuring that the rights of data subjects' can be appropriately exercised.
- Providing adequate security measures to protect personal data.
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues.
- Ensuring that all club officers are made aware of good practice in data protection.
- Providing adequate training for all staff responsible for personal data.
- Ensuring that those handling personal data know where to find further guidance.
- Ensuring that queries about data protection are dealt with effectively and promptly.
- Regularly reviewing data protection procedures and guidelines within the club.

Data protection principles

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Members information that we collect, process, hold and share include:

- Personal information - name, address, contact number, email address, parent/guardian/emergency contact details.
- Sensitive information – age, gender, disability, health problems.
- Membership information - Membership licence number and expiry, home club, attendance, grade and previous grades and dates.
- Competition data - May be collected and shared with the British Judo Association, to advise and guide members on the next steps in qualification or grading.
- We do not record or store information relating to ethnic/national origin, sexual orientation or religion.

Why we collect and use this information?

We use member information data to:

- register who attends each week;
- enable contact for emergency purposes and allow our coaches to be aware of any difficulties members may have;
- enable development of a comprehensive picture of the member to assist with progression;
- inform members about development of the sport and Club;
- enable members to progress onto higher level competitions;

Storing this information

We hold your data for the duration of your membership with the club, on a secure database with the Club Registrar. Paper copies will be destroyed once the data has been entered and there are no queries.

Where a member decides to leave, information will be removed from all devices within 6 months of non-attendance or expiry of license unless notification of leaving is given.

Who we share this information with

We routinely share this information with:

- British Judo Association for the purposes of operation of the club or development of its members
- Jack Petchey Foundation – for benefit of members
- Other Club's where competitions are held to enable members to compete
- We do not share information about members with anyone without consent unless the law and our policies allow us to do so. It is a pre-requisite of the sport that all club members register with the British Judo Association, hence we will supply information to them, for this and insurance purposes.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you (or your child under the age of 18yrs) that we hold. To make a request for your personal information or discuss anything in this policy, contact:

**Mark Robson (Registrar/Data Protection Officer) at the club or email
mark@robmail.co.uk**

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>



Gary Currier: Club President/Founder