

BRITISH KENDO ASSOCIATION (BKA)

PRIVACY NOTICE FOR MEMBERS

This notice explains how we comply with the law on data protection and what your rights are.

We have not yet appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but the Vice Chair (vicechair@britishkendoassociation.com) has overall responsibility for data protection compliance in our association.

1. PERSONAL INFORMATION

As a member of the BKA we hold personal information about you, this might include:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses and possibly emergency contact details (emergency contact details are not routinely kept but might be under limited circumstances – eg for Bu National Team members travelling abroad for competitions);
- place of birth and nationality - this is required by the European Kendo Federation for registering dan grades. This information is given to the EKF solely for this purpose when a member gains Shodan in any art;
- date of birth;
- gender;
- bank account details for members and officers claiming out of pocket expenses – if these details are given to officers, they are removed from our records as soon as possible. Bank account details from membership payments etc are never recorded. Online card payments are made through a secure 3rd Party site (WorldPay) and are not entered into or stored on BKA systems;
- records of your interactions with us such as emails and other correspondence;
- performance (eg as part of squad assessments, gradings);
- images in video and/or photographic form and voice recordings (eg videos of competitions, audio recording of NC/Bu EC meetings).

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “special categories” of more sensitive personal information regarding you:

- information about your health, including any medical condition (this would be under limited circumstances, eg. when a member declares a health condition prior to grading – this information is kept for a very limited period, accident reports sent to the Health & Safety Officer).
- Criminal record information for members undergoing DBS (Disclosure and Barring Service) checks. Details of convictions are not given to the BKA by the organisation carrying out the DBS checks.

3. COMMUNICATION

From time to time, we may contact you by email (or post) with information about membership renewal, also seminars, gradings etc that we believe you may be interested in and information concerning the running of the BKA. NC and Bu officers, DRC members and Dojo officers will get more communications than members to keep them informed and assist in the running of the BKA. We will communicate with you in accordance with the preferences you set – you can change your preferences at any time through your online membership profile.

4. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

Generally, we retain members’ records indefinitely in order to maintain the national grading database. For members who do not have a grade and let their BKA membership lapse, this information will be deleted within 2 years.

Exceptions to this rule include:

- Information that might be relevant to personal injury claims may be retained until the limitation period for those types of claims has expired.

5. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;

If you are unhappy with the way we are using your personal information please contact us first to see if we can resolve your concerns, However, you can also complain to the Information Commissioner's Office (<https://ico.org.uk/> Tel. 0303 123 1113).