



Perth Shotokan Karate Academy

Registered Charity Number: SC045582

Unit 8 Inchcape Place, Perth, PH1 3DU

www.perth-shotokan-karate-academy.com

Privacy Notice

What we need

Perth Shotokan Karate Academy will be a “controller” of the personal information that you provide to us, unless otherwise stated.

When you register as a member of Perth Shotokan Karate Academy or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- Contact data – Address, email, telephone numbers
- Identity Data - Name, date of birth;
- Membership criteria / category – Athlete, parent, volunteer; and
- Special category data (or sensitive personal data) – Disability (if any), ethnicity, religious beliefs, gender identity and sexual orientation.

Special category data (or sensitive personal data) will only be collected and used where there are legitimate grounds for it to be collected or if it is required, for example, to provide any special needs that you have identified to us.

Why we need your personal information

We need to collect our members’ personal information so that we can manage your membership. We will only ever collect and use information which is personal to you where it is necessary, fair, and lawful to do so. The lawful basis for using your information will include:

Performance of Contract

- To provide you with core member services, including, insurance, licensing and PVG checks;
- To send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Legitimate Interest

- To promote and encourage participation in the sport of Karate by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- To provide competition in the sport of Karate by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- To develop and maintain our members’ qualifications, including sending email communications to members
- to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and
- To respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of Karate. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.



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Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on dpo@perth-shotokan-karate-academy.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Legal Obligation

- We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

Consent

- We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our staff and volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

Your rights

You can exercise any of the following rights by writing to us at dpo@perth-shotokan-karate-academy.com. Your rights in relation to your personal information are:

- **Right to be informed:** You have a right to receive information on what personal information we have, why and who we share it with.
- **Right of access:** You have the right of access to your personal information. If you wish to receive a copy of the personal information we hold on you, you may make a Subject Access Request (SAR) to the address above.



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- **Right to request that your personal information be rectified:** If your personal information is inaccurate or incomplete, you can request that it is corrected.
- **Right to request erasure:** You can ask for your information to be deleted or removed if there is not a compelling reason for PSKA to continue to have it.
- **Right to restrict processing:** You can ask that we block or suppress the processing of your personal information for certain reasons. This means that we are still permitted to keep your information, but only to ensure we don't use it in the future for those reasons you have restricted.
- **Right to object:** You can object to PSKA processing your personal information where it's based on our legitimate interests, for direct marketing, and if we were using it for scientific/historical research and statistics.

Any requests received by Perth Shotokan Karate Academy will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk