



## Members Privacy Notice

*This Privacy Notice has been written to inform Members of British Taekwondo about what we do with your personal information in relation to membership management. This Notice may be subject to change.*

### Who are we?

British Taekwondo is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

British Taekwondo has appointed their Compliance and Safeguarding Manager to be its Data Protection Officer (DPO). The role of the DPO is to ensure that British Taekwondo is compliant with the UK GDPR and to oversee data protection procedures. The Data Protection Officer's contact details are:

Address:  
Manchester Regional Arena  
Rowsley Street  
Manchester  
England  
M11 3FF

Email: [dpo@britishtaekwondo.org](mailto:dpo@britishtaekwondo.org)

### What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal identifiers (your name, address, date of birth etc.)
- Gender
- Passport details
- Financial and credit card information
- Photographs
- Relevant training records and training plans
- Details of your participation and performance in sporting events and competitions
- Any relevant dietary records and details of your dietary requirements
- Safeguarding information as needed

We will also process certain 'special category' data about our members including:

- Details of any relevant medical conditions which could affect your participation
- Ethnicity
- Sexual Orientation
- Religion or philosophical belief

In addition to this we may also collect DBS documentation. British Taekwondo is required to process this information as it has a duty of care towards the vulnerable adults and children that it works with.

## Why do we collect your personal data?

British Taekwondo needs to process certain personal data in order to manage your membership, run events, games and leagues, take courses and training bookings and issue and manage certificates and qualifications, including setting up international licenses. We also provide our members with communications about their membership, including access to sporting injury insurance.

Any personal data that we process about our members is done so in accordance with Article 6 and Article 9 of THE UK GDPR. This states that the organisation must have a lawful basis when processing 'Personal Data' and 'Special Category Data'.

Our lawful basis for processing your personal data, in line with Article 6(1)

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract (Your Membership)

(c) Legal obligation: the processing is necessary for you to comply with the - Working together to safeguard children 2018

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

*British Taekwondo has a legitimate interest in processing your personal data because we act as the National Governing Body for Taekwondo and as such have a responsibility to oversee the sport and ensure the safety of its members.*

Photos will be kept indefinitely for archiving purposes in the public interest, Schedule 2, Part 6, 28

We also process information in accordance with Article 9(2):

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject

(g) Reasons of substantial public interest Schedule 1 Part 2 Paragraph 18 Safeguarding of children and individuals at risk and Schedule 1, Part 2, Paragraph 28 Standards of behaviour in sport

In relation to DBS checks we process in accordance with the UK GDPR Article 10 and the Data Protection Act 2018 Section 10 (4) and (5), Schedule 1 Part 2 Paragraph 18 Safeguarding of children and individuals at risk and Schedule 1 Part 2 Paragraph 10 preventing or detecting unlawful acts.

## Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Affiliated Clubs
- Examiners, assessors, trainers and coaches associated with British Taekwondo
- Sporting regulatory bodies

## Who do we share your personal data with?

We routinely share Member information (where applicable and only with a lawful purpose to do so.) with:

- Affiliated clubs
- Recognised training centres and event organisers (in and outside the UK)
- Examiners, assessors, trainers and coaches associated with British Taekwondo
- Sporting regulatory bodies (in and outside the UK e.g. World Taekwondo based in South Korea)
- Safeguarding information may be shared with Local Authorities, the police or other relevant authorities.

We will not share any information about you without your consent unless we have a lawful basis for doing so. This may include sharing for Law Enforcement and Safeguarding purposes.

When sharing information outside the UK and adequacy decision for the recipient country is not in place we require explicit consent from the Data Subject for us to complete this.

## How long do we keep your personal data for?

Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## What rights do you have over your data?

Under THE UK GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data, would like to exercise any of the above rights or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which British Taekwondo has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF

[casework@ico.org.uk](mailto:casework@ico.org.uk) // 0303 123 1113