



British Taekwondo Corporate Privacy Notice

Version: 1.0

Owner: Data Protection Officer

1. Introduction

British Taekwondo ("we", "our", "us") is committed to protecting the privacy and security of personal data and handling information lawfully, fairly and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable data protection legislation.

This Corporate Privacy Notice explains how British Taekwondo collects, uses, stores, shares and protects personal information relating to individuals who interact with the organisation in a professional capacity.

This notice applies to:

- Employees
- Workers and contractors
- Board Directors
- Committee and panel members
- Technical department personnel
- Officials and referees
- Coaches and instructors
- Volunteers
- Club representatives
- Funders, partners and stakeholders
- Suppliers and service providers
- Individuals making enquiries or complaints
- Visitors to our offices, website and events

This notice should be read alongside any role-specific privacy notice that may apply.

2. Who We Are



British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain.

Data Controller: British Taekwondo

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

Email: DPO@britishtaekwondo.org

British Taekwondo is registered with the Information Commissioner's Office (ICO).

3. The Information We Collect

Depending on your relationship with British Taekwondo, we may collect and process the following categories of personal information:

Personal Details

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Member or registration numbers

Professional Information

- Employment history
- Qualifications
- Coaching and officiating licences
- Accreditation records
- Training records
- Professional memberships

Financial Information

- Bank account details
- Expense and payment information
- Supplier payment information

Compliance and Governance Information



- Criminal record information (where legally permitted)
- Safeguarding information
- Disciplinary information
- Complaints records
- Conflict of interest declarations
- Risk management information

Technical Information

- IP addresses
- Website usage data
- Device information
- Cookie preferences

Images and Media

- Photographs
- Video recordings
- Event footage
- Marketing and promotional materials

4. Why We Process Personal Data

We process personal information for the following purposes:

Governance and Administration

- Managing the organisation
- Board and committee administration
- Strategic planning and reporting
- Compliance and audit activities

Workforce Management

- Recruitment and onboarding
- Payroll and pension administration



- Performance and professional development processes
- Workforce wellbeing and support

Safeguarding and Welfare

- Protecting children and adults at risk
- Managing concerns, complaints and investigations
- Liaising with statutory agencies where appropriate
- Managing disciplinary processes

Membership and Sport Delivery

- Supporting clubs, coaches and officials
- Delivering competitions, events and programmes
- Managing qualifications and certifications
- Communicating important organisational updates

Legal and Regulatory Compliance

- Meeting statutory obligations
- Responding to legal requests
- Managing insurance requirements
- Investigating incidents and complaints

Communications and Promotion

- Newsletters and updates
- Media and marketing activity
- Publication of competition results
- Promotion of participation and achievement within the sport

5. Lawful Bases for Processing

Under UK GDPR, we rely on one or more of the following lawful bases:

- Consent
- Contract



- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Where we process special category data, we rely on the relevant conditions set out in Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

Where criminal offence information is processed, this will only occur where permitted by law and appropriate safeguards are in place.

6. Sharing Personal Information

We may share information where necessary with:

- Sport England
- Home Nation Associations
- World Taekwondo
- European Taekwondo Union
- Event organisers and competition providers
- Disclosure and Barring Service (DBS)
- Local Authorities
- Police and other statutory agencies
- Legal advisers
- Auditors and regulators
- Technology and service providers
- Insurance providers

Information is shared only where there is a lawful basis to do so and appropriate safeguards are in place.

7. International Transfers



In some circumstances, personal data may be transferred outside the United Kingdom, for example in relation to international competitions, World Taekwondo events or overseas service providers.

Where such transfers occur, British Taekwondo will ensure appropriate safeguards are implemented in accordance with UK GDPR requirements.

8. How We Protect Your Information

British Taekwondo takes information security seriously and has organisational and technical measures in place to protect personal data, including:

- Access controls
- Multi-factor authentication
- Encryption where appropriate
- Secure storage systems
- Staff training
- Information security procedures
- Incident reporting and management processes

9. How Long We Keep Information

Personal information is retained only for as long as necessary to fulfil the purpose for which it was collected, to meet legal and regulatory requirements, or in accordance with British Taekwondo's Records Management Policy.

Different retention periods apply depending on the type of information involved.

10. Your Rights

Under UK GDPR, individuals have rights which may include:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure



- Right to restrict processing
- Right to data portability
- Right to object
- Rights relating to automated decision making

Some rights are subject to legal exemptions and limitations.

To exercise any of these rights, please contact the Data Protection Officer.

11. Cookies and Website Information

When you visit our website, we may collect information through cookies and similar technologies.

You can manage your cookie preferences through our website cookie banner and browser settings.

Further information is available in our Cookie Policy.

12. Complaints

If you have concerns about how British Taekwondo processes your personal information, you should contact the Data Protection Officer in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://www.ico.org.uk>

13. Contact Us

Data Protection Officer

British Taekwondo
Manchester Regional Arena
Rowsley Street
Manchester
M11 3FF

Email: dpo@britishtaekwondo.org