



Members Privacy Notice

1. Introduction

British Taekwondo is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store, share and protect your personal information before, during and after your relationship with us.

It also explains your rights under data protection law and how to contact us if you have questions about the way your information is used.

For the purposes of UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, **British Taekwondo Ltd** is the data controller of your personal information.

Who this Notice Applies To

This notice applies to:

- Members of British Taekwondo;
- Participants in Taekwondo activities;
- Parents, guardians and carers of junior members;
- Coaches, instructors, officials and referees;
- Club officers and volunteers;
- Individuals participating in courses, events, competitions or programmes administered by British Taekwondo; and
- Any person who interacts with British Taekwondo and provides personal information.

Our Details

British Taekwondo Ltd

Manchester Regional Arena
Rowsley Street
Manchester
M11 3FF

Company Number: 07501788

British Taekwondo has an appointed Data Protection Officer (DPO) to oversee compliance with data protection legislation.



2. Information We Collect

We may collect, use and store the following categories of personal information.

Membership and Contact Information

- Name and title
- Date of birth
- Gender
- Postal address
- Email address
- Telephone number
- Membership number and membership history
- Club affiliation
- Emergency contact details
- Next of kin information

Account and Technical Information

When you use British Taekwondo systems, websites or portals we may collect:

- Login details and usernames
- Passwords (stored securely in encrypted form)
- IP addresses
- Browser and device information
- Website usage information
- Portal activity records

Participation Information

- Competition entries and results
- Gradings and ranks
- Attendance records
- Coaching records



- Education and development records
- Course registrations and achievements
- Athlete pathway information
- Scholarship or grant applications

Safeguarding, Complaints and Discipline Information

Where necessary, we may process information relating to:

- Safeguarding concerns and case management
- Complaints and investigations
- Disciplinary matters
- Risk assessments
- Appeals and decisions

Identity Verification Information

Where required, we may collect:

- Passport information
- Driving licence information
- Utility bills
- Other documents used to verify identity

Financial Information

We may process:

- Payment details
- Membership fees
- Course and event payments
- Funding and grant payment details

3. Special Category Data

Certain information is classed as Special Category Data under UK GDPR.

This may include:



- Health and medical information
- Disability information
- Ethnicity
- Religious or philosophical beliefs
- Sexual orientation

We only process Special Category Data when:

- It is necessary to fulfil our legal obligations;
- It is necessary for safeguarding purposes;
- It is necessary for equality monitoring;
- It is necessary for insurance, health and safety, or participation requirements; or
- You have given explicit consent.

4. Criminal Convictions and Criminal Records Information

Where appropriate and legally permitted, British Taekwondo may process criminal records information, including Disclosure and Barring Service (DBS) information, for safeguarding purposes.

Such processing will only occur where:

- Required by law;
- Authorised by safeguarding legislation;
- Necessary to meet our safeguarding obligations; or
- Explicit consent has been provided where applicable.

5. How We Collect Information

We collect information directly from you when you:

- Apply for membership;
- Register for an event, course or competition;
- Contact us by email, telephone or post;
- Complete forms or surveys;



- Submit complaints or safeguarding concerns;
- Apply for grants, bursaries or funding.

We may also receive information from:

- Affiliated clubs;
- Coaches and officials;
- Home country associations;
- Competition organisers;
- Statutory agencies;
- Educational institutions;
- Funding organisations;
- Parents, guardians or carers.

Where you provide information about another individual (such as an emergency contact), you should ensure they are aware that their information has been shared with British Taekwondo.

6. How We Use Your Information

We use personal information for the following purposes:

Membership Administration

- Managing memberships
- Processing renewals
- Communicating membership benefits
- Providing member services

Lawful Basis: Contract

Event and Competition Administration

- Managing entries
- Publishing competition information
- Recording results
- Maintaining rankings and records

Lawful Basis: Contract and Legitimate Interests

Education and Workforce Development

- Managing coach education
- Administering qualifications
- Recording continuing professional development

Lawful Basis: Contract

Safeguarding

- Assessing and managing safeguarding concerns
- Protecting children and adults at risk
- Conducting investigations
- Sharing information where required to safeguard individuals

Lawful Basis: Legal Obligation, Public Interest and Legitimate Interests

Complaints and Discipline

- Investigating complaints
- Conducting disciplinary proceedings
- Managing appeals

Lawful Basis: Legitimate Interests and Legal Obligations

Health and Safety

- Managing medical information
- Responding to emergencies
- Assessing risks

Lawful Basis: Legal Obligation and Vital Interests

Equality, Diversity and Inclusion Monitoring

- Monitoring participation
- Identifying barriers to inclusion
- Meeting funding and governance requirements

Lawful Basis: Legitimate Interests and Substantial Public Interest



Communications and Marketing

- Sending member updates
- Newsletters
- Information about events and opportunities

Lawful Basis: Legitimate Interests or Consent where required

You can opt out of marketing communications at any time.

7. Automated Decision Making

British Taekwondo does not use automated decision making or profiling that produces legal or similarly significant effects on individuals.

8. Who We Share Information With

We may share personal information with:

- Affiliated clubs
- Home Nation associations
- Event organisers
- Sport England and UK Sport where required
- Disclosure and Barring Service (DBS)
- Insurers and insurance providers
- Medical professionals
- Legal advisers
- Regulatory authorities
- Statutory agencies
- Police and law enforcement agencies
- Technology and service providers acting on our behalf

All third parties are required to keep personal information secure and only process it in accordance with our instructions and legal requirements.



9. International Transfers

In some cases, personal information may be transferred outside the United Kingdom.

Where this occurs, British Taekwondo will ensure that appropriate safeguards are in place, including:

- UK International Data Transfer Agreements (IDTAs);
- Adequacy Regulations; or
- Other lawful transfer mechanisms recognised under UK GDPR.

Further information is available by contacting the Data Protection Officer.

10. How Long We Keep Information

We retain information only for as long as necessary to fulfil the purpose for which it was collected or to meet legal and regulatory requirements.

Generally:

- Membership records are retained for up to 7 years after membership ceases.
- Financial records are retained in accordance with tax and accounting requirements.
- Safeguarding records may be retained for significantly longer where required to protect individuals or comply with safeguarding obligations.
- Complaint and disciplinary records are retained in line with British Taekwondo retention schedules.

Where information is no longer required, it will be securely deleted or anonymised.

11. Your Data Protection Rights

You have the right to:

- Be informed about how your information is used;
- Access your personal information;
- Request correction of inaccurate information;
- Request erasure of your information in certain circumstances;
- Restrict the processing of your information;
- Object to processing;



- Request transfer of your information to another organisation where applicable;
- Withdraw consent at any time where processing is based on consent.

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

12. Keeping Your Information Accurate

Please let us know if any of your information changes.

You can update certain information through the British Taekwondo Membership Hub or by contacting us directly.

13. Complaints

If you are unhappy with how British Taekwondo handles your personal information, please contact us first so we can try to resolve the issue.

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

Information Commissioner's Office

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

Telephone: 0303 123 1113

14. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect legal, regulatory or operational changes.

The latest version will always be published on the British Taekwondo website.

15. Contact Us

Data Protection Officer

British Taekwondo Ltd
Manchester Regional Arena
Rowsley Street
Manchester
M11 3FF

Email: DPO@britishtaekwondo.org



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