

# ACADEMY OF SHOTOKAN KARATE

## Privacy Policy

### How We Endeavour To Protect Your Privacy

This privacy policy sets out how the Academy of Shotokan Karate (the A.S.K.) uses and protects any information that you give the A.S.K. when you become a fully paid up member of a registered A.S.K. Club or use the A.S.K. website, [www.academyofshotokankarate.com](http://www.academyofshotokankarate.com).

The Academy of Shotokan Karate is committed to ensuring that your privacy is protected. Should the A.S.K. ask you to provide certain information by which you can be identified when applying for membership of the A.S.K. or using the A.S.K. website, you can be assured that it will only be used in accordance with this privacy statement.

The Academy of Shotokan Karate may update this policy from time to time. This policy is effective from 25<sup>th</sup> May 2018.

### Membership of the A.S.K.

#### **What we collect when you apply for membership of the A.S.K.**

We will collect some or all of the following information:

- name, address, title, relevant Karate student status;
- contact information including email address;
- emergency contact details;
- demographic information such as postcode;
- other information relevant to health and past Karate experience

What we do with the information we gather

We require this information to ensure that membership of the A.S.K. is appropriate to you and to be able to contact you or your names emergency contact if necessary, and in particular for the following reasons:

- for our internal record keeping;
- to update you on forthcoming A.S.K. courses, if appropriate to your grade;
- we may periodically send promotional emails about special courses, or other information, which we think you may find interesting using the email address that you have provided.

#### **Who Holds this Information**

A member's personal information is held at Club level by the relevant Club instructor and a limited amount of it – parent Club, name, address, age and grade – is also held by the Licencing Officer. Under the Data Protection Act 1998 you may request details of personal information which we hold about you. In order to do so you need to apply to the Licencing Officer whose details are on the A.S.K. website or may be obtained from any A.S.K. Club instructor. Please remember that if your membership has lapsed or been rescinded no information will be available and you will get a 'nil return'.

## **To Opt In**

By completing an A.S.K. Membership Application Form and paying the appropriate fee for membership, you are accepting the terms of our Privacy Policy. Further, by paying Course or Grading fees you are accepting the terms of our Privacy Policy.

## **To Opt Out**

If you no longer wish to receive informational or promotional e-mails from the A.S.K. you need to inform your Club Instructor who will take the necessary action.

If you lapse or resign your membership of the A.S.K. your details will automatically be deleted from the A.S.K.'s licence records and you do not need to take any further action.

## **The A.S.K. Website and Associated A.S.K. Club Websites**

### **The use of cookies**

A cookie is a small file which needs permission to be placed on your computer's hard drive. If the A.S.K. website, [www.academyofshotokankarate.com](http://www.academyofshotokankarate.com), or any of its associated A.S.K. Club websites, uses cookies, and once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Cookie logs are used to identify which pages are being used. This helps analyse data about web page traffic and improve websites in order to tailor it to customer needs. This data is only used for statistical analysis purposes and then the data is removed from the system. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **Links to other websites outside of the A.S.K.**

The A.S.K. website and its associated A.S.K. Club websites, may contain links to other websites of interest. However, once you have used these links to leave our sites, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

*Chief Instructor Sensei D F Hazard*

*Licencing Officer Sensei J Lavender*

9<sup>th</sup> September 2018