



B.W.F.

BRITISH WADO FEDERATION

DATA PROTECTION POLICY

CHAIRMAN

PAUL ELLIOTT 8TH DAN KYOSHI

LEAD DESIGNATED SAFEGUARDING WELFARE OFFICER

ELIZABETH RAYMAN

BRITISH WADO FEDERATION IS AFFILIATED TO



INTERNATIONAL WADO FEDERATION

BRITISH WADO FEDERATION



Data Protection Policy

1. Introduction

This Data Protection Policy outlines how the BWF manages and protects personal data in compliance with relevant data protection legislation, including but not limited to the General Data Protection Regulation (GDPR) and local privacy laws. Our goal is to ensure that personal data is handled with care, confidentiality, and respect.

2. Scope of the Policy

This policy applies to all members, instructors, volunteers, and third-party contractors of the BWF. It covers the handling of personal data belonging to:

- Current and former members of the Karate Group
- Parents/guardians of junior members
- Employees, volunteers, and instructors
- Suppliers, contractors, and third parties

3. Types of Data Collected

The following types of personal data may be collected and processed by the BWF:

- **Personal Information:** Name, address, date of birth, contact details (phone number, email address), emergency contact information.
- **Health Data:** Medical information (if provided), including any relevant allergies or conditions.
- **Membership Details:** Training history, grading records, participation in events, payment records.
- **Media Data:** Photos and videos of members taken during events, training sessions, and competitions, where consent has been obtained.

4. Legal Basis for Processing Personal Data

The BWF processes personal data under the following legal bases:

- **Consent:** For activities such as using photos for marketing or promotional purposes.
- **Contractual Obligation:** To manage membership services such as training, grading, and event participation.
- **Legal Obligation:** To comply with legal requirements, including health and safety or safeguarding regulations.
- **Legitimate Interest:** For the smooth operation of the BWF, including managing events, training schedules, and ensuring the safety of members.



5. Data Collection and Use

Personal data will be collected directly from members, or their parents/guardians in the case of junior members. This data is used to:

- Manage membership records and communicate with members.
- Plan and organize training sessions, events, and competitions.
- Record grading and progression through the karate ranks.
- Handle financial transactions and payments for membership fees, uniforms, and event participation.
- Ensure the health and safety of all members, including in the event of a medical emergency.

6. Consent

Explicit consent will be obtained for:

- Collecting and using sensitive personal data (e.g., medical information).
- Using photos or videos for marketing or promotional materials, including social media.
- Sharing personal data with third parties for non-essential purposes.

Members can withdraw consent at any time by contacting the BWF Group's Data Protection Officer.

7. Data Storage and Security

The Karate Group is committed to ensuring the security of personal data. Measures include:

- **Physical Security:** Paper records will be securely stored, with restricted access.
- **Digital Security:** Personal data held electronically will be stored on secure systems with access controls. Encryption will be used where appropriate.
- **Retention:** Personal data will only be retained for as long as necessary for the purposes outlined in this policy, or as required by law.

8. Sharing of Personal Data

Personal data will only be shared with third parties where necessary. This may include:

- External event organizers, for competition or grading purposes.
- Payment processors or financial institutions for managing membership fees.
- Emergency services in case of a health or safety incident.

The BWF will not sell or share personal data for marketing purposes without explicit consent.



9. Data Subject Rights

Members have the following rights under data protection legislation:

- **Access:** The right to request access to personal data held by the BWF.
- **Rectification:** The right to request correction of inaccurate personal data.
- **Erasure:** The right to request the deletion of personal data where it is no longer needed for the purpose it was collected.
- **Restriction of Processing:** The right to request that processing of personal data is limited.
- **Data Portability:** The right to request a copy of personal data in a portable format.
- **Objection:** The right to object to the processing of personal data based on legitimate interests.

All requests can be made to the Data Protection Officer and will be handled in accordance with legal timeframes.

10. Breach Notification

In the event of a data breach, the BWF will promptly assess the risk to individuals' rights and freedoms. If necessary, the breach will be reported to the relevant supervisory authority within 72 hours, and affected individuals will be notified without undue delay.

11. Data Protection Officer (DPO)

The BWF will appoint a Data Protection Officer responsible for overseeing data protection strategy and ensuring compliance with relevant legislation. The DPO's contact details will be made available to all members.

12. Review of Policy

This Data Protection Policy will be reviewed annually, or sooner, if necessary, to ensure it remains compliant with data protection laws and reflects the needs of the BWF.

Contact Information If you have any questions or concerns regarding this policy or how your data is handled, please contact: LEAD DESIGNATED SAFEGUARDING WELFARE OFFICER ELIZABETH RAYMAN

This policy ensures that the Karate Group respects the privacy of its members and operates in compliance with data protection laws.