



**CENTRAL  
KARATE  
ACADEMY**

# **Central Karate Academy**

## **Data Protection Statement**

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<b>Agreed by Management Team</b>	<b>March 2024</b>
<b>Review date</b>	<b>March 2025</b>
<b>Director of Karate Implementation</b>	<i>N. Byrne</i>
<b>Director of Operations</b>	<i>Byrne</i>
<b>Director of Safeguarding and Welfare</b>	<i>AK</i>

# **Introduction**

**At Central Karate Academy, we care about our trial members a great deal and are deeply committed to respecting their privacy and protecting their data.**

## **How our club will use your information:**

**Your name and any other information you provide is used to monitor attendance so that:**

- we know who is on site,**
- we can account for everyone during an emergency evacuation by performing a roll call,**
- we can find out who was present during any past events or incidents,**
- we can produce time sheets for payroll and invoice reconciliations,**
- we can monitor attendance patterns over time to make informed decisions about how we operate.**

## **Consent**

**We need your permission to continue. If you do not freely consent to us using your personal information as described above, then please contact one of our staff members and remain outside the premises until instructed otherwise.**

## **Children**

**If you are under the age of 16, you must get permission from a parent or have them sign in for you.**

## **Retention period**

**We will keep your information for 1 month, depending on whether you decide to join the club or not. Those members who decide to join Central Karate Academy will have their information stored on this app and you will be transferred onto the 'Student' sign-in system.**

## **Privacy complaints**

**Individuals located in certain countries, including the European Economic Area, have certain statutory rights in relation to their personal data. Subject to any exemptions provided by law, you may have the right to request access to your personal information, as well as to seek to update, delete or correct this information. To the extent that our processing of your personal information is subject to the EU General Data Protection Regulation, we rely on the legitimate uses, described above, to process your data.**

## **More Information**

**More information can be at:**

**<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>**