

## **NEWENT JUDO CLUB PRIVACY NOTICE & CONSENT FORM**

On 25 May 2018 the new General Data Protection Regulations (GDPR) came into force across the UK. This enhances and changes commitments to handling personal data set out in the previous Data Protection Act (1988). This notice has been produced to inform you on how the Newent Judo Club treats personal information requested from our members. Newent Judo Club takes the responsibility of ensuring personal information provided is kept secure and safe and used in compliance to the GDPR.

### **When and how personal data is collected**

Your personal data is collected when you become a member of Newent Judo Club and fill in the Club Membership Form.

### **What personal data do we collect**

Name, address, date of birth, emergency contact numbers x 2, relevant medical history/conditions that the club should be aware of, email address, parental consent (for junior members). Photos of members which are then displayed on the club website.

### **The Lawful reason for collecting personal data**

Newent Judo Club process personal information provided through the club membership form and consent is gained by each member. Where sensitive data is requested, legitimate interests is the basis for doing so, alongside consent.

### **Why personal data is collected**

- To be able to communicate with members regarding club matters (consent).
- To be able to submit the required personal information on grading sheets to send to the British Judo Association to enable them to process gradings (consent).
- To be able to use emergency contact information in emergency situations (consent).
- To be able to ensure the safest and most appropriate service to members by understanding any specific needs they may have or medical conditions that could affect their performance (legitimate/consent).
- Photos of players during training and competition to be able to promote the club and player achievements (consent).

### **Where is the personal data stored**

All personal data is stored securely.

### **Who has access to your personal data**

Your personal data is available only to the Club Coaches, the Club Welfare Officers and the Club Secretary. Nobody else has access to this information and it is not passed on to any other third-party organisations (unless consent is gained) and it is kept for club purposes only.

Newent Judo Club request that you update your personal information when anything changes. Your personal information will be destroyed upon leaving the club or when a member has not attended a training session for three months or contacted the club within this time frame.

## **NEWENT JUDO CLUB PRIVACY NOTICE & CONSENT FORM**

### **Your rights**

Under the GDPR you have the right to request copies of the personal data Newent Judo club hold on you, please contact the club secretary or club welfare officers. Please note, it can take up to 30 days for this request to be completed. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

### **Withdrawing consent**

Individuals have the right to 'be forgotten' and therefore can request to have personal data held by the club deleted, thus removing consent. Should you wish to have your details removed, please contact the club secretary who will confirm receipt of this request. Please note it can take up to 30 days for this request to be completed.

## NEWENT JUDO CLUB PRIVACY NOTICE & CONSENT FORM

**Newent Judo Club request personal information from its members and request your consent to hold, store and process this information. Please tick below to provide consent or leave blank if you do not wish to consent**

Contact information - to enable the club to communicate regarding club matters (consent).

Contact information - to be passed to the British Judo Association to enable them to process my gradings (consent).

Emergency contact information - for use in emergency situations (legitimate/consent).

Medical information - to allow the club to provide the safest and most appropriate service to members by understanding any specific needs I may have or medical conditions that could affect my performance (legitimate/consent).

Photos of me – for club promotion and player achievements (consent).

**Name:**

**Date:**

**Signed:**

### **Parents of those aged under 16 years of age.**

I confirm that the above child is below the age of 16 years old and as parent/guardian I am consenting on their behalf that Newent Judo Club can process personal data as outlined above.

**Name of parent/guardian:**

**Relationship to child:**

**Signed by parent/guardian:**

**Date:**

If you have any queries with regards to any of the information above, please speak to our Head Coach or our Club Welfare Officers.