



## British Kung Fu Association (BKFA) PRIVACY POLICY

The BKFA understands that any information you trust us with is important to you. We are committed to protecting and respecting your privacy.

This policy explains how, when and why we collect your personal information during the course of providing services to you, under what situations we might disclose your information within our Association of clubs and to others and how we keep it secure.

### Principles

- We only collect information about you where it is completely necessary and where you have consented
- We will not send you information about courses, events and merchandising without your permission
- We will not share or sell your information to third parties
- We will protect your personal information with technical and organisational measures
- We retain your information only for as long as it is needed

### Information we collect

We need information about you:

- when you apply for your BCCMA licence and when you apply for your black sash gradings
- Instructors need to provide us with information to ensure that they meet our Instructor eligibility criteria
- We need contact details to reply to your queries and to deal with requests to attend central courses and events

### Information we Share

- We share your name but **not** your contact details on the licence and membership application with the licensing Authority (BCCMA)
- We share information about you with the black sash grading officials
- We retain a list of registered instructors and their contact details
- We compile a register of attendees for courses and central events. This is available to course and event leaders
- Where we have concerns about Safeguarding, we will share information with the appropriate authorities in accordance with our safeguarding policy. (A copy of which is on our website.)

### Security

We work hard to keep your information safe, for example, hard copy is stored in locked filing cabinets. Electronic information is encrypted and/or password protected. Information is not stored beyond the period it is needed.

### Website

We do not collect information about you through our website.

### Access to Information and Correction

You have the right to request a copy of the information that we hold about you. We will provide this information within a month of your request once your identity has been verified.

You also have the right to contact us if you believe the information we hold is incorrect or if you believe we no longer need to hold your information. All enquiries should be made to the Secretary of the BKFA.

### BKFA Affiliated Clubs

BKFA Affiliated Clubs have been asked to ensure that their Privacy Policy conforms to the principles set out above when handling their club members information.