

PRIVACY NOTICE

The privacy of anyone who visits this site is respected, therefore information will only be used in ways that are useful to you and in line with your rights. This privacy notice refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain. Please read the following carefully. Your acceptance of the policy occurs upon your first visit to this site.

Where information pertains to an individual under 16 then the notice is to be agreed to by the parent/guardian, whom given their explicit consent.

The General Data Protection Regulation (GDPR) which is EU wide and far more extensive than its predecessor the Data Protection Act, along with the Privacy and Electronic Communications Regulations (PECR), seek to protect and enhance the rights of EU data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestrictive movement of personal data within the EU and its storage within the EEA.

1- **Information about Wharfedale School of Martial Arts.**

www.wharfedaleschoolofmartialarts.com

Taught at: Queens Hall, Main Street. Burley in Wharfedale. LS29 7DT

East Morton Institute, 11 Main Road. East Morton. BD20 5SP

The Academy, Newall, Otley. LS21 2SB

As well as other Halls & Schools.

- 2- **Who we are:** Wharfedale School of Martial Arts offers Martial Arts training (Taekwondo, Self-defence, Weapons etc), Infinite Tai Chi & Chi Kung, Meditation, Private exercise and wellbeing sessions with fully qualified instructors and practitioners. Assistant instructors may be used occasionally to cover classes. We also offer courses and workshops in various martial art disciplines, tournament training, health, fitness and wellbeing topics. **We may also offer other services, about which our instructors and practitioners will be pleased to offer more details.**

3- **Personal Data:**

- For the purpose of providing appropriate training, exercises, and wellbeing sessions, relevant medical information may be required. We will only collect what is relevant and necessary for your training and wellbeing sessions. It may be essential to make notes, which could include details concerning your medication, treatment and other issues affecting your health. This data is always held securely, is not shared with anyone not involved in your training and wellbeing sessions, although for data storage purposes it may be handled by pre-vetted staff who have all signed and integrity and confidentiality agreement. To be able to process your personal data it is a condition of participating in activities with Wharfedale School of Martial Arts that you give your explicit consent to allow us to process your personal & medical data. Contact details provided by you such as: telephone numbers, email addresses, postal addresses may be used to inform you of any changes to classes, keep you up to date with the newsletter of relevant gradings/events, remind you of future sessions/appointments and provide information relevant to your sessions.
- For marketing purposes, Wharfedale School of Martial Arts may also use the contact details provided by you to respond to enquiries/communications from you, including making telephone contact and email information to which Wharfedale School of Martial Arts believes may be of interest to you.
- In making initial contact with Wharfedale School of Martial Arts you consent to Wharfedale School of Martial Arts maintaining a marketing dialogue with you until you either opt out (which you can do at any time) or we decide to desist in promoting our services. Wharfedale School of Martial Arts

may occasionally also act on behalf of its students/clients in the capacity of data processor, when we may promote other instructors or practitioners who may not be employed by us. Wharfedale School of Martial Arts does not broker your data and you can ask to be removed from the marketing data base by emailing or phoning using the contact details provided at the end of this privacy notice.

- Some basic personal data may be collected about you from the marketing forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to, personally identifying information like Internet Protocol (IP) addresses.
 - Wharfedale School of Martial Arts website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the browser provides to the website each time the visitor returns, to provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping baskets, and provide anonymous tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or refer to the [About cookies website](#) which offers guidance for all modern browsers.
 - Wharfedale School of Martial Arts will only collect information needed so that we can provide you with the services you require.
4. **Legal basis for processing any personal data:** to meet our obligations obtained from explicit joining forms/licence/details and legitimate interest to respond to enquiries to concerning the services provided.
 5. **Legitimate interests pursued by Wharfedale School of Martial Arts:** to promote martial arts, health and wellbeing sessions for students given consent (where applicable) by medical practitioners to pursue such sessions.
 6. **Consent:** through agreeing to this privacy notice you are consenting to Wharfedale School of Martial Arts processing your personal data for the purposes outlined. You can withdraw consent at any time by using the postal, email or telephone number provided at the end of this Privacy Notice or by stopping using the website immediately.
 7. **Disclosure:** Wharfedale School of Martial Arts will keep your personal information safe and secure, only instructors and practitioners engaged in providing training/sessions will have access to your (relevant) details. Your personal details will not be disclosed unless compelled to, in order to meet legal obligations, regulations or valid government requests. Wharfedale School of Martial Arts may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud, security or technical issues; or to protect against imminent harm to the rights, property or safety of its instructors.
 8. **Retention policy:** Wharfedale School of Martial Arts will process personal data during the duration of training/attending sessions and will continue to store only the personal data needed for one year after leaving to meet legal obligations. After one year all personal data will be deleted, unless basic information needs to be retained by us to meet our future obligations to you. Records concerning minors who have trained, participated in sessions will be retained until the child has reached the age of 25.

9. Data storage: all data is held in the United Kingdom. Information is not stored outside the EEA

10. Your rights as a data subject: at any point whilst Wharfedale School of Martial Arts is in possession of or processing your personal data, all data subjects have the following rights:

Right of access – you have a right to request a copy of the information that we hold about you.

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

Right to restriction of processing – where certain conditions apply you have the right to restrict the processing.

Right of portability – you have the right to have the data we hold about you transferred to another organisation.

Right to object – you have the right to object to certain types of processing such as direct marketing.

11. You can request the following information:

*Identity and the contact details of the person that has determined how and why to process your data.

*Contact details of the data protection officer, where applicable.

*The purpose of the processing as well as the legal basis for processing.

*If the processing is based on the legitimate interests of Wharfedale School of Martial Arts and information about these interests.

*The categories of personal data collected, stored and processed.

*Recipient(s) or categories of recipients that the data is/will be disclosed to.

*How long the data will be stored.

*Details of your rights to correct, erase, restrict or object to such processing.

*Information about your right to withdraw consent at any time.

*How to lodge a complaint.

*Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide data.

*The source of personal data if it wasn't collected directly from you.

*Any details and information of automated decision making and any meaningful information about the logic involved, as well as significance and expected consequences of such processing.

12. Complaints: In the event that you wish to make a complaint about how your personal data is being processed by Wharfedale School of Martial Arts, you have the right to complain.

The details for contact is:

EMELIA MAY

Telephone 07791328853 or email: emeliamay16@gmail.com (postal address will be given upon contact).