



## **Yates Martial Arts and Fitness**

### **General Data Protection Regulation Policy**

#### Main Principles:

- We will endeavour to ensure that all data collected will be processed lawfully, fairly and responsibly.
- We will only retain data for as long as is necessary for the reasons collected.
- We will collect only that which is necessary and keep it up to date and accurate.

#### Whose data will we hold:

- Student's name, age, gender, address, allergies, injuries and medical conditions.
- Contact telephone numbers and email addresses.
- Details of emergency contacts – name and phone number.
- For our PT clients a training diary is maintained with a record of each training session and fitness test.
- For our PT clients dietary information may also be held in the form of a food diary if the client requests dietary advice.

#### Data will be used by us for the following purposes:

- Emergency contact: should an individual fall ill or be injured whilst in our care. In these circumstances, we will need to notify the individuals assigned emergency contact or, if necessary, to do so, pass these details to relevant emergency services.
- Licence renewal reminders, to ensure individuals maintain an in date licence.
- Changes to lessons, cancelled lessons and to pass information regarding courses, competitions, gradings and any other club events or updates.

#### Who has access to our database:

Only our Instructors and DSL have access to our database.

#### Social Media:

We use social media and our website to promote ourselves, acknowledge successes and to advertise future events. Unless a student/ guardian stipulates against it in their membership form, at times student's names, photographs or videos may appear on these sites.

- Our website
- Our facebook page
- Our Instagram page
- Leaflets, flyers, banners and any other promotional items.

#### Your Rights:

It is the right of everyone to have their details removed at any time from our database. If any individual wishes to have their information removed they will need to notify our Instructors.

#### Members Consent:

- It is our aim that the personal data we hold will be accurate, kept up to date and if it is no longer accurate, will be rectified or erased. Personal data will only be stored for as long as is necessary.
- Personal data will be held in a safe, secure way that takes reasonable steps to ensure the security of this information and avoid accidental loss, misuse or destruction.
- Should a student leave, we will endeavour to remove their personal data within three months. This allows the student time to return if they choose to do so.
- Advise any change or update to your information.