**PRIVACY POLICY**

**OUR CONTACT DETAILS**

Zenshin Dojo Head Office

Email: robzenshindojo@gmail.com

Tel: 0758 3000220

**PERSONAL DATA WE COLLECT ABOUT YOU**

We will collect and use the following data about you:

* Your name, address and contact information including email address and telephone number
* Date of birth
* Billing information in the event we need to refund you some money
* Information about how you use our website and your purchase history e.g. cookies

**RECEIVING YOUR PERSONAL INFORMATION AND WHY WE STORE IT**

All the personal information we process is provided to us directly by you when you apply for information about, or membership to, Zenshin dojo and/or use our website www.zenshindojo.co.uk. That information is used in the following ways:

* To maintain a record of your grading and other achievements whilst a member of Zenshin dojo.
* To enable us to communicate efficiently with you for the purposes of disseminating information relevant to your practice of karate.
* To enable us to provide a reasonable standard of care for you in the event of accident or injury
* To facilitate your insurance cover

**THE LAWFUL BASIS FOR RECEIVING, MAINTAINING AND USING YOUR PERSONAL INFORMATION**

To comply with the General Data Protection Regulations we rely upon the following legal basis:

The legitimate interests of the organisation in order to facilitate:

* a safe, rigorous and fair approach to membership of the organisation;
* effective governance regarding who learns karate, teaches karate and/or achieves positions of trust within the organisation;
* an efficient system of communication regarding courses, gradings, social events, meetings and other matters of general interest specific to Zenshin dojo;
* the running of the organisation in an efficient way in order to develop and promote it.

Your express consent in respect of your relevant personal health information is necessary in order to:

* deliver a safe karate training regime that takes into account pre-existing medical conditions, injuries or limitations;
* reduce the risk of personal injury;
* reduce the risk of litigation;
* maintain insurance cover in respect of which there is a substantial public interest.

You are able to withdraw your consent at any time by contacting:

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Zenshin dojo takes your privacy seriously and will only use your personal information to administer your karate practice with us. Other than trusted third party suppliers such as our website host, we do not pass data onto any other companies or groups as part of our services and will not share your data with any other organisation. Your data is used solely to improve the services of Zenshin Dojo.

The only circumstances we may share this information to third parties is if requested to do so by any lawful authority in pursuit of a lawful investigation.

 **HOW WE STORE YOUR PERSONAL INFORMATION**

Your information is securely stored electronically or where necessary in paper form at:

Zenshin Dojo Head Office

Email: robzenshindojo@gmail.com

Tel: 0758 3000220

We keep your personal information for the duration of your membership and for a period of no longer than six months after you terminate your membership. The six month period allows for expeditious and efficient processing of your data should you wish to rejoin within that period. Thereafter only sufficient personal information to identify your membership period and your grading record is archived securely in the public interest.

When we dispose of your information it is done electronically if held on our computer system or shredded and securely disposed of if we hold it in paper form.

**WHEN YOU VISIT OUR WEBSITE**

We use cookies on our websites. These are small files which are only placed on your computer’s hard drive if you consent. They help us analyse web traffic and allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We also use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

**YOUR DATA PROTECTION RIGHTS**

Under data protection law you have rights including:

* You have the right to ask us for copies of your personal information.
* You have the right to ask us to rectify personal information you think is inaccurate.
* You have the right to ask us to complete information you think is incomplete.
* You have the right to ask us to erase your personal information in certain circumstances.
* You have the right to ask us to restrict the processing of your personal information in certain circumstances.
* You have the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us to make a request:

Zenshin Dojo Head Office

Email: robzenshindojo@gmail.com

Tel: 0758 3000220

**HOW TO COMPLAIN**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Zenshin Dojo Head Office

Email: robzenshindojo@gmail.com

Tel: 0758 3000220

**CHANGES TO THIS PRIVACY POLICY**

This privacy notice was published on [ ] 2022 and last updated on [ ] 2022

We may change this privacy policy from time to time. When we make significant changes, we will take steps to inform you, for example by including a prominent link to a description of those changes on our website for a reasonable period of time or by other means such as email.