

Northern Freestyle Karate



Data Protection Policy

Revised Feb 2017

Introduction.

The Data Protection Act 1998 came into effect on 1 March 2000. As an Association we are required to comply with the eight data protection principles. In terms of the Data Protection Act 1998, NFKA is the 'data controller', and as such determines the purpose for which, and the manner in which, any personal data are, or are to be, processed.

NFKA must ensure that they have:

1. OBTAINED DATA FAIRLY AND LAWFULLY

NFKA will always put their name on all paperwork, we will state what we intend to use the information for and also state if, and to whom we intend to give the personal data.

2. HOLD DATA ONLY FOR SPECIFIC AND LAWFUL PURPOSES

NFKA will ensure that if they intend to use data for direct marketing purposes that data subjects are made aware of this and given the opportunity not to have their particular data processed in this way. If the data held by NFKA is passed to a third party for any reason this is done with the permission of the data subjects.

3. DATA HELD IS RELEVANT, ADEQUATE AND NOT EXCESSIVE FOR ITS PURPOSE

NFKA will monitor the quantities of data held for their business purposes and ensure that we hold neither too much nor too little data in respect of the individuals about whom data is held.

4. DATA HELD IS ACCURATE AND KEPT UP TO DATE

All errors must be rectified as soon as NFKA becomes aware of an error. All records are then amended accordingly.

5. DATA IS NOT KEPT LONGER THAN NECESSARY

All personal data will be removed from the system after three years of non-membership has lapsed.

6. SECURITY

NFKA must ensure that the have adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data

All NFKA computers have a log in system, which allows only authorised personnel to access personal data. Passwords on all computers are changed frequently.

All personal and child protection data is kept in a locked filing cabinet and can only be accessed by the club instructor.

7. PREVENTION OF THE ACCIDENTAL LOSS OR THEFT OF PERSONAL DATA

Information is held in secure storage or password protected computers. Any manual records destroyed will be shredded before discarding.

8. TRANSFER OF DATA

All personal data held by NFKA must not be transferred outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

MANUAL DATA

All membership forms are filed by club and date and these are located within the NFKA's or the AMA's offices. These files are cleared on a three yearly basis and the forms are destroyed every year when members are asked to complete a new form.

THE RIGHTS OF INDIVIDUALS

All individuals that NFKA hold data on have the right to:

- Be informed upon request of all the information held about them within 40 days.
- Prevent the processing of their data for the purposes of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal or correction of any inaccurate data about them.