



Edinburgh Jitsu Club- Data Protection Policy

There are eight principles put in place by the Data Protection Act 1998 to make sure that information we hold about you is handled properly.

These state that data must be:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept for longer than is necessary
6. processed in line with your rights
7. secure
8. not transferred to countries without adequate protection.

Please note that as a small non-profit club we are not required to be notified with the information commissioner.

What information do we hold?

- **Name, address, email and phone number** for contacting you.
- **Date of birth** (condition of membership) as we do not admit under 18s except in exceptional circumstances.
- **Membership number** (condition of membership) so we can identify you with the appropriate data.
- **Insurance number** (Condition of membership) required by our insurers to allow you to train.
- **Grade** allows us to track your progress and plan for future sessions.
- **Grading Information (grading sheets)** in case of dispute.
- **Gender** (information gathering) so we can track any gender imbalance in the club.
- **Medical details** (condition of membership) required by our insurers to allow you to train
- **Next of Kin** required by our insurers to allow you to train
- **Employment status** allows us to provide discounted training if you are on a low income

Where do we hold it?

Your information is held in any of the following locations:

- A password protected database held on the club laptop.

- A password protected website database (email and contact details only) accessible to the Sensei, Club secretary, Club treasurer, Club social secretary and website administrator.
- A paper file held in a locked cabinet at the dojo.

How long do we hold it?

- Paper files are held for 6 months following your last attendance then shredded.
- Database details are held for 6 months following your last attendance then deleted.
- You may remain on the email list for longer than 6 months if requested.
- If you are going to be absent from the club for longer than 6 months but wish to continue to be held on paper or electronic records please notify the club secretary.

Who has access to your information?

- Sensei
- the club secretary
- the club treasurer
- the club social secretary
- Website administrator (name and contact details only)
- You

Accessing your information

If you want to update your information please fill in an update form and pass to the club secretary.

If you wish to access the information we currently hold you need to make a request in writing to the Club secretary outlining what information you wish to access, The secretary will then write to you with the enclosed information. (Please note that this information may take up to 2 weeks to access.)

More information

- Information on the Data Protection Act
- <http://www.informationcommissioner.gov.uk/>
- Information on how the Data Protection Act applies to sports clubs www.sportscotland.org.uk and click on “Help for Clubs”

**Edinburgh Jitsu Club- update form
please complete with your new details**

Name.....

Address.....

.....

**Phone
number.....**

**Mobile phone
number.....**

**Email
address.....**