



Privacy Notice

How we use a member's personal information

The categories of a club member's information that we collect, process, hold and share include:

- Personal information (name, gender, DOB, passport (on request for international events), emergency contacts, medical information and address/es).
- Membership information (BJA licence number, grade).
- Competition data (sometimes this is collected and shared with the British Judo Association, to advise and guide members on the next steps in qualifications and where relevant, subjects taught).
- Qualifications (for assistants and helpers).

Why we collect and use your information:

- We use a member's information to enable the development of players and coaches in the sport and manage your membership.
- Inform members about the development of the sport and club.
- Enable members to progress to higher grades and competitions.
- Enable British Judo Association to track and improve judo for its members.
- To promote and encourage participation in judo by sending members communication and information for upcoming events, competitions, master classes, newsletters and training details. Our events may be partially filmed and images may be used for promotional, educational or developmental purposes, when you have given us consent to do so.
- Medical information will only be processed in order to ensure the safest and most appropriate service to members by understanding specific needs.
- Addresses and contact details (e.g. e-mail) are used to support the communication of legitimate club information and events.

The lawful basis on which we process this information

We process this information under the membership you have entered into with **Ippon Judo LONDON** or in relation to the steps taken to enter the club.

Where information of a non-sensitive nature is processed and is therefore in the club's legitimate interests i.e. membership of the club. Where sensitive data is processed by means of consent, with appropriate safeguards and is in the legitimate interests of the club or is in your interests.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain membership information to us or if you have a choice in this.



Storing this information

We store personal information for the duration of your membership with **Ippon Judo LONDON** and for up to two years after leaving or last contact. Where we have invoiced for items or collected payments, the club will retain your information for seven years.

Who we share this information with

We routinely share this information with:

- British Judo Association
- Sport England
- Other clubs where competitions/gradings are held

The reason for sharing your data is to highlight and encourage competitors to advance in the sport, or to apply for further funding to ensure the sport's or club's longevity.

Why we share membership information

We do not share information about members with anyone outside of **Ippon Judo LONDON** without consent unless the law or our policies allow us to do so. This will also ensure compliance with the requirements of the national governing body for the sport and for insurance purposes.

Requesting access to your personal data

Please contact us either at ipponjudolondon@aol.com or on 07840 312483 to request information of data held ("Subject Access Request").

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose for direct communication or marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.

Further information

If you would like to discuss anything within this privacy notice, please contact Charlotte Rosa Potter (head coach) at:

ipponjudolondon@aol.com

07840 312483