Nakashi - Parrs-Wood Karate Academy GDPR Policy

Effective Date: 30th September 2026

Data Controller: Nakashi Parrs-wood Karate Academy / Paul Lomax

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1. Introduction

At **Nakashi Parrs-Wood Karate Academy**, we are committed to protecting the privacy and personal data of our students, parents/guardians, instructors, and website visitors. This policy outlines how we collect, use, store, and safeguard your personal information in compliance with the General Data Protection Regulation (GDPR) and national data protection laws.

2. Information We Collect

We collect personal data necessary to manage memberships, safely run martial arts training, and communicate with you. This includes:

- **Contact Information:** Name, email address, phone number, and residential address.
- **Student Details:** Date of birth, gender, belt rank, training history, and attendance records.
- **Emergency Contact Information:** Name, relationship, and contact details for emergency individuals.
- **Health and Medical Information:** Medical conditions, allergies, injuries, or physical limitations relevant to safe practice in martial arts.
- **Payment Data:** Bank account details or payment card information (processed securely through third-party payment gateways; we do not store full card details directly).

- **Media:** Photos and videos taken during classes, gradings, seminars, or competitions.
- **Digital Data:** IP addresses and cookies when visiting our website.

3. Legal Basis for Processing

We process personal data under the following GDPR legal bases:

1. **Contractual Necessity:** To manage your membership, organize classes, process gradings, and handle payments.
2. **Legal Obligation:** To comply with health and safety regulations, financial record-keeping, and safeguarding requirements.
3. **Legitimate Interests:** To improve our training programs, manage school administration, and keep our members informed.
4. **Consent:** For sending marketing materials, publishing photos/videos on social media or promotional materials or handling sensitive health data. Consent can be withdrawn at any time.

4. How We Use Your Data

Your personal data is used to:

- Administer student memberships, attendance, and belt gradings.
- Communicate class schedules, event updates, and fee notices.
- Ensure health, safety, and proper emergency response during training.
- Register members with affiliated martial arts governing bodies or associations (if applicable).
- Promote the school (only where explicit photo/video consent has been granted).

5. Data Sharing and Third Parties

We do not sell or rent your personal data to third parties. We may share your information only, when necessary, with:

- **Martial Arts Associations/Governing Bodies:** For official student registration, insurance, or licensing. Such as EKF, JKF, SSU, WKF
- **Service Providers:** Third-party IT, membership management software, or payment processors to the SSU when using our online licencing platform who comply with GDPR.

- **Legal Authorities:** When required by law, regulation, or to protect the safety of our students and staff.

6. Children's Privacy & Safeguarding

For students under the age of 16, we require explicit consent and data provided by a parent or legal guardian. Parents/guardians retain all rights over their child's personal data, including access, corrections, and consent management for media usage.

7. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected:

- **Active Members:** Retained for the duration of membership.
- **Former Members:** Financial and attendance records are kept for up to 5 years to meet legal and tax obligations.
- **Health Forms:** Retained for as long as relevant for liability and insurance requirements.

8. Data Security

We implement appropriate technical and organizational security measures to prevent unauthorized access, loss, or disclosure of your data. Physical records are kept secured, and digital data is stored using encrypted, password-protected systems.

9. Your GDPR Rights

Under the GDPR, you (and parents/guardians of minor students) have the following rights:

- **Right of Access:** Request a copy of the personal data we hold about you.
- **Right to Rectification:** Request correction of inaccurate or incomplete information.
- **Right to Erasure ("Right to be Forgotten"):** Request deletion of your data when it is no longer needed or if consent is withdrawn (subject to legal retention requirements).
- **Right to Restrict or Object:** Limit or object to how we process your data.

- **Right to Data Portability:** Request a copy of your data in a structured, electronic format.
- **Right to Withdraw Consent:** Withdraw consent at any time for photo/video usage or marketing.

To exercise any of these rights, please contact us at nakashiparrswood@hotmail.co.uk

10. Complaints

If you believe your data has been handled incorrectly, please contact us first so we can resolve the issue. You also have the right to lodge a complaint with your national Data Protection Authority (e.g., the Information Commissioner's Office (ICO) in the UK).

11. Changes to This Policy

We may update this policy periodically to reflect changes in legal requirements or operational practices. The latest version will always be available on our website or upon request at the dojo.