

Your Personal Data

Who we are

We are UK ITF Limited, the registered address for which is: 1st Floor, 192 High Street, Yiewsley, Middlesex, UB7 7BE

Our Data Protection policy and procedures are managed by the UK ITF Club Support Team, which can be contacted at clubs@uk-itf.com

What personal Information do we collect and what do we do with it?

We only collect and process the personal information that you provide us with. We do not obtain additional personal information from other sources. We do not share your data with any third party for marketing purposes. We need this personal data to manage your time with us as a student, whether that's training, grading or competing. Unfortunately, if you don't want to provide us with this information you won't be able to become a student with UK ITF.

Where you are under 18 years of age, we will also collect and use personal information you provide about your parent / guardian to:

- contact them about club activities including gradings, competitions, training and other club related activities.
- use their name and email address to enable us to set up a Direct Debit to pay your training fees and collect other payments such as grading fees.

We also ask you to provide personal information about someone we can contact in the event of an emergency.

Who we share your data with

We only share relevant personal information with other organisations ("third parties") where it is necessary to enable you to take part in the activity, including where we use a service to manage your contract with us.

British Taekwondo Council (BTC)

UK ITF is required to register you directly with the BTC for the purposes of insurance. We share your name, address, date of birth and nationality.

International Taekwon-Do Federation (ITF)

If you achieve your black belt in Taekwon-Do we are required to register you directly with the ITF. We share your name, address, date of birth, nationality and achievements.

How long do we hold your details for?

Once you become a student we hold your personal information for the whole time you are a student with a UK ITF club. If you leave the club we will hold your personal information for a period of 7 years after you leave. If you ask us to delete your personal information we will delete what we can but we will not delete all of your data until this 7 year period has ended.

You have the **right to object** to our processing of your personal information and may do so at any time. However, we hold your personal information as part of our contract with your club. If you don't want us to hold your personal information this will restrict your ability to attend classes and be a student of a UK ITF club.

Your additional individual rights

The right to access

If you want to know what personal information we hold about you, you can contact us at clubs@uk-itf.com and we'll provide you with the information. We have a month to get it to you but we'll try and make sure it's quicker than this. You can ask us to provide your personal information in a form that is easily transferrable to another organisation and which can be extracted by software. This is called **The right of data portability**

The right to rectification

When you are a member of UK ITF we ask you to let us know of any changes to your personal information. We do this explicitly when we ask you to renew your annual membership, but you can do this at any time. If you tell us we've got something wrong, and we've shared that with another organisation as described in the section called "Who we share your data with", we'll tell them the correct information to enable them to update their records.

The Right to Withdraw Consent

Once you become a student, we will only contact you with information about being a student with UK ITF.

How to contact us

If you have any questions about what we do with your personal information you can contact us at clubs@uk-itf.com. In the event something goes wrong, you also have the right to complain not only to us but also to the Information Commissioner's Office. Find out how on their website <https://ico.org.uk/concerns/>

Your agreement to process your Information

Further information about how we process your information is available to view in the UK ITF GDPR Privacy Policy at <http://www.tkd.co.uk/publicdownloads/> or you can ask for a copy. By signing the UK ITF Membership Enrolment form you are entering into an agreement with UK ITF and we will use your personal information in the ways we have described.