



## DATA PROTECTION & PRIVACY POLICY

Last Updated – 27th June 2023

*This document must be reviewed no less than once per year.*

### Introduction

It has become somewhat of a soundtrack to hear companies and organisations claiming to put their customers' privacy as a number one priority but as an organisation Honryu Martial Arts takes a firm stance on Data Protection and Privacy.

### Collecting Information

We may collect information from you, or about you, for a number of reasons as a standard part of our 'day to day' operations. This may include;

1. When you register to join our club
2. When you insure yourself as a member, instructor or student under Honryu Martial Arts
3. When you engage with our online material, website or other application processes
4. When you ask us to quote you for services and provisions
5. When you otherwise speak with us, use our websites and apps, or join as a member in any form

We only collect the minimal amount of information required to safely and accurately fulfil services and requirements, and do not hold or 'harvest' data that is not directly relevant to the purposes of the BHD and/or the services at hand.

We are registered with the Information Commissioner's Office (ICO) as a data controller under the license number ZB544567.

### Using your personal information

We understand that personal information is inherently sensitive and that this may also be heightened where more confidential disclosures are made – for example, pre-existing medical conditions for student registrations.

Personally identifiable information (PII) is never processed under any circumstances except where directly required and warranted in order to fulfil a requested service or product. In any case, the information used is minimal and maintained only at the necessary levels.

BHD employ the strongest possible measures of control on data protection. Please see Protecting Information.

### Protecting information



# Honryu Martial Arts



Honryu Martial Arts take our responsibility to safeguarding the collection, storage and use of personal information seriously.

Our dojo management is handled by Freeagent who are a subsidiary of Nat West. Full details of their top-of-the-line security are available here - <https://www.freeagent.com/features/security/>

Our online and direct debit payments are handled either by Stripe or GoCardless.

We ensure our websites are always protected by a Secure Socket Layer (SSL) connection, to make sure the connection between your browser and our server is secure.


## Complaint, disputes & erasers

We understand that ultimately, data shared with the Honryu Martial Arts is borrowed from the person to whom it relates. Accordingly, anyone has the opportunity to check what information we hold for them, and to correct any records that are held incorrectly. Furthermore, in some cases we will be able to remove records completely if requested by the named person.

It is important to remember that under both insurance and safeguarding guidelines, we are unable to erase entirely, records pertaining to instructors, students, volunteers and other members who have either had active insurances with us, and/or have been registered to teach (or assist teaching) until 7 years has passed. We can erase erroneous service based information, but not actual records during this period.

Should any person wish to query information held on them or discuss further how their personal information is held and/or processed, please email [info@honryustudio.co](mailto:info@honryustudio.co)

Signed by: Bill Liddle

Signature: 

Date: 27th June 2023

Next review date: 1st June 2024

