

# Kase Ha Shotokan Ryu Karate - Do Academy 加瀬派松涛館流空手道

Kase Ha Shotokan Ryu Karate – Do Academy  
Mike Cowburn, The Pines, Bank End Road, Doncaster DN9 3AN / UK

**President**  
Dirk Heene  
Herkenrodebosstraat 40  
B- 3511 Kuringen / Belgium  
[D.Heene@ksk-academy.org](mailto:D.Heene@ksk-academy.org)

**Secretary**  
Mike Cowburn  
The Pines  
Bank End Road  
Doncaster DN9 3AN  
Tel.: +44 (0) 1302 772 920  
[secretary@ksk-academy.org](mailto:secretary@ksk-academy.org)  
[www.ksk-academy.org](http://www.ksk-academy.org)



## General Data Protection Regulations 2018 – Privacy Policy

### Introduction

Intended for the benefit of our Members and Associates, the KSKA have draft the following General Data Protection Regulation (GDPR), Privacy Policy (later referred to as the 'Policy') with the aim of complying, so far as is reasonably practicable with the 6 guiding principles of the GDPR.

The 6 guiding principles are:-

- 1. Lawfulness, Fairness & Transparency**  
*Legal basis including consent or legal interest in respect of processing data*
- 2. Purpose Limitation**  
*Only process data for the purpose in which it was collected and intended for use*
- 3. Data Minimisation**  
*Only collect and process necessary data*
- 4. Accuracy**  
*To ensure that information about individuals is correct and up-to-date so far as is reasonably practicable*
- 5. Storage Limitation**  
*Only retain information for a period that is considered reasonable*
- 6. Confidentiality & Integrity**  
*Collected data is mainaited securely*  
*Only authorised officials of the KSKA have access*  
*KSKA officials handling data have been made aware of their duties and responsibilities*

Though not all tasks will be applicable to the KSKA and the way in which we conduct the business of the Academy.

## 1. What is Personal Data

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address or address). Identification can be by the personal data alone or in conjunction with any other personal data.

The processing of personal data is governed by legislation relating to personal data which applies in the EU including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

The KSKA do not retain Personal data relating to financial information other than that in regards to a record of membership, course attendance, Dan gradings or instructor certificate payments.

The KSKA do not and will not supply for a fee or otherwise Personal data to external bodies with the data retained (both electronically / hard copy) being used solely for the purpose of the Academy.

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 2. Rights of the Individual under the GDPR

Under the GDPR all individuals that are Members of or Associated with the KSKA have the right to:-

- Have easy access to their data on request
- Have data rectified upon request
- Have their data removed should they so wish
- Restrict the processing of their data
- Retain the right to data portability
- Object to their data being use for purposes other than for the business of the KSKA

## 3. Administration

This the first draft of the KSKA, GDPR Privacy Policy that has been approved by the KSKA Executive Committee and implemented within our Statues that is aimed to be compliant with the associated Regulations that came into force on the 25th May 2018.

The Policy will be subject to future reviews and at period’s believed necessary in order to maintain its accuracy also to ensure that it remains suitable and fit for purpose.

## 4. Data Retention

The following is an example of the type of electronic data that will be held on file by the KSKA. Should members wish that all or certain parts of their personal information be removed they should contact and advise the Secretary in writing:-

**Member Status:** Member, Provisional, Dormant, Expired

<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Gender:</b>	<input type="checkbox"/> F <input type="checkbox"/> M
<b>Address/Phone:</b>	<input type="text"/>
<b>Country:</b>	<input type="text"/>
<b>E-Mail:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>
<b>Date of Entry:</b>	<input type="text"/>
<b>Date of Leave:</b>	<input type="text"/>
<b>Member Info:</b>	<input type="text"/>
<b>Dan Grade:</b>	<input type="text"/>
<b>Grade Organisation:</b>	<input type="text"/>
<b>Exam Date:</b>	<input type="text"/>
<b>Exam Place:</b>	<input type="text"/>
<b>Examiner/s:</b>	<input type="text"/>
<b>Grading History:</b>	<input type="text"/>
<b>Instructor Certificate:</b>	<input type="text"/>
<b>Issue History:</b>	<input type="text"/>
<b>Gasshuku Attendance/s:</b>	<input type="text"/>
<b>Place:</b>	<input type="text"/>
<b>Gasshuku History:</b>	<input type="text"/>

---

The above information is obtained as part of the Membership application process including hard copy also in regards to individual Dan gradings, Instructor Certificate application, Gasshuku and Kangeiko attendances.

In accordance with the Membership application and Annual Renewal program, the KSKA will retain up-to-date information about our Members and throughout their period of Membership including for a period of 12-months after the Membership becomes Dormant.

Members have the right to request their details be deleted from the KSKA database sooner should they decide to leave the KSKA where in order to remove these details the individual should submit a request in writing to the Secretary.

## 5. Using Information

Data Protection Laws require us to meet certain conditions if we were to use personal information for any other purpose than in regards to the business of the KSKA.

The way in which data will be used is to:-

- Monitor membership application and the renewal process including payment details
- Monitor the duration of individual Memberships
- Monitor the periods between gradings also to record Dan gradings
- Register the initial and subsequent renewals of the KSKA Instructor Certificate
- Monitor attendances on the KSKA Gasshuku and Kangeiko in order to issue anniversary gifts
- Post a list of member names, grade and grading association on the KSKA website
- Notify Members of future courses
- Periodically circulate copy of the KSKA News Letter
- Provision of other information as may be relevant to the KSKA
- The KSKA website will use cookies to aid in the processing of this data but this information is not shared with other organisations

Personal details as retained on the KSKA data base is not and will not be used for marketing or other research purposes. The KSKA do not and will not share your personal information with third parties.

Hard copy records are retained and held on file by the Secretary and/or Treasurer where these are also subject to the same limitations according to electronic data and as referred above.

Attendances on KSKA courses may include a group photograph that may be posted on the KSKA website. If individuals do not wish to be included then they should withdraw themselves when the photograph is being taken otherwise it is assumed that you are giving your consent.

Photographs and/or other personal information may be used within the KSKA News Letter with the individuals' permission. Circulation of the News Letter is to the Membership, but where further and uncontrolled circulation cannot be regulated by the KSKA.

## 6. Communications

Communications within the KSKA also with external bodies / individuals can include by: letter, email, telephone or face to face verbal. The same limitations on data retention will apply.

Where multi-reader circulars are distributed by the KSKA, email inclusions will only be sent as a 'blind copy' and as such ensuring the protection of individual identities so far as is reasonably practicable.

## **7. Data Security**

The KSKA promise to do all that is reasonable and practicable to retain the security of personal information that is retained on its data base.

## **8. Data Protection Officer**

Volunteering on behalf of the KSKA to hold the post of Data Protection Officer from the 25th May 2018 is Mike Cowburn who is to retain this post until stepping-down..... date to be advised.

## **9. Contacts & Complaints**

The primary contact in regards to matters relating to the KSKA Privacy Policy is the Secretary. Contact can be made by letter, email, telephone or in person. Contact details are included within this Policy.

Privacy Policy: version one

Dated: 25th May 2018

Adopted on behalf of the KSKA by the Executive Committee