

GDPR – Policy Summary

General Data Protection Regulations

When you use our services, you're trusting us with your information. We understand that this is a big responsibility and we work hard to protect your information and put you in control.

This summary of our Privacy Policy is meant to help you understand what information we collect, why we collect it and how you can update or delete your information.

Fair Processing Notice

We require that you furnish us with:

- **List of Coaches (appropriate background/vetting certifications to be provided on further request)**
- **Coaching Qualifications and Associated Certificates**
- **Professional Indemnity and Member/Member Insurance Certification**
- **three monthly statements, including name and DOB of your organisation's membership**

These documents will be scanned and held on a passworded hard disk, held by the secretary for the NIJJA. Any hard copies will be shredded. You are responsible for updating the NIJJA's secretary with any changes to this information. You have the right at any time to request what data is being held on you and also to withdraw consent at any time. (Withdrawal of consent will terminate membership/any insurance cover held with NIJJA.)

You have the right to lodge a complaint regarding your data use at any time via our Governing Body committee, the NIJJA. (Contact the secretary: jujitsu@btconnect.com)

NIJJA Insurance

In the instance your organisation requires NIJJA to provide member-to-member insurance, our registrar will require that the information from students' membership forms is sent on a spreadsheet, and that you retain the original forms securely. Data of this nature is held until the age of 21yrs in the case of a child & 3 years for all adults.)

Our computerised system has recently been updated, with the latest security features, and all historic information that we are required to store for legal/insurance purposes is archived on a secure system. The new system automatically archives any member's data which has been inactive for a period of 18 months.

In the event of an accident claim being actioned – we are obliged to forward the information we hold, along with an accident report form, to Howden Insurance.

We will not pass any data we hold on to third parties other than our insurers, as named above.



NORTHERN IRELAND JU-JITSU ASSOCIATION

Advice to Affiliated Member Bodies

You as a registered associate should retain the following:

- The name of any student in your membership
- A contact address & email address
- Emergency contact number
- Any health issues that you need to know about in relation to training
- You should also request photographic consent – to allow use of class photos in publicity/promotions, and to allow the student to participate in group photos after Gradings & events.

Your processing of any member's personal data, should be solely from the membership forms filled out, in order to retain the correct information in terms of students' health conditions and emergency contact numbers, should the need arise.

You may need email & address to keep students up to date with alterations to class schedule or upcoming gradings and events, and occasionally to post out information or ordered stock. You should not contact members about anything unrelated to your organisation, without their consent and should undertake not to pass on any details to a third party, again without first asking permission.

You may like to add a section on your membership form for this purpose, where students can grant their permission to receive details on any other courses/events related to your organisation.

(Any beginner/Induction forms filled out for a free trial session – can be held *securely* for 3 weeks until membership is paid – failing this, they remain unprocessed and should be destroyed in a safe manner i.e shredding.)

The membership forms represent the contract between the student and your organisation. You must treat the information provided as confidential and store in a secure place where it may not be accessed by anyone other than your trusted personnel.

NIJJA does not need sight of your students' personal data, however in the instance that your organisation decides to opt in to the NIJJA group insurance, this information is required by our Insurers in the event of any claim. The registrar would therefore hold the necessary data securely as described above.

Otherwise the only data we hold on individual members is the students' names and date of birth.

