



## UK TAEKWON-DO ASSOCIATION - DATA PROTECTION POLICY

### **INTRODUCTION**

The UK Taekwon-do Association (UKTA) is committed to all aspects of data protection with reference to its duties, and the duties of the membership. The General Data Protection Regulation (GDPR) was implemented on 25 May 2018. The UKTA data protection policy sets out how the Association will manage personal data and demonstrate compliance.

This policy includes the management and control of personnel files, data subject access requests, and Instructors obligations in relation to the control personal data. The Association collects stores and processes personal data in respect of its membership, the majority of data is stored within an online database of which the UKTA has full access and Instructors have access to their own volume of students. The UKTA shares data in conjunction with the British Taekwon-do Council (BTC) and the International Taekwon-do Federation (ITF).

GDPR set out the legal principles relating to the handling of personal data stored electronically or in manual records. This policy provides clear clarification on the basic principles of the protection of personal data in line with the regulations. If you are in any doubt about what information you can or cannot disclose and to whom, we request that you DO NOT disclose any personal information until you have sought further advice from a member of the UKTA Executive Council, the UKTA National Secretary or the UKTA Office Manager.

### **USEFUL DEFINITIONS**

**CONTROLLER** – an entity that decides the purpose and manor that personal data is used, or will be used.

**PROCESSOR** – a person or group that processes data on behalf of a controller by either; obtaining, recording, adapting, or holding data.

### **DATA PROTECTION OFFICER**

Ms Carrie King is the nominated UKTA Data Protection Officer, Master Taverner will support the Association and membership in conjunction with Master Cattanach, they will be responsible for the implementation of this policy.

Should Instructors have any concerns, questions or queries with reference to data protection, they should refer to this policy or contact the National Secretary in the first instance.

### **THREE CATEGORIES OF PERSONAL DATA**

**PERSONAL INFORMATION** - such as name, address, telephone number, postcode or DOB.

**SENSITIVE PERSONAL INFORMATION** – Racial or ethnic origin, political opinion, religious beliefs, trade union membership, health (physical/mental), sexual preference, criminal records, financial details.

**ANONYMOUS INFORMATION** – removing a name and replacing this with a reference number; for example a membership number.

This enables dialogue (verbal or written) about an individual and should the information be lost it is unlikely this can be linked.

Good practice is to request and store minimal information and personal data.

**THE BASIC PRINCIPLES TO THE PROTECTION OF PERSONAL DATA.**

- **LAWFUL** – ensure information is fair and transparent.
- **LIMITED TO PURPOSE** – specific, accurate and only fit for purpose.
- **NECESSARY** – limit the data to what is necessary.
- **SECURE** – protect the data, avoid risk and loss of data.
- **RETENTION** – no longer than necessary, erase if data is no longer required.
- **ACCOUNTABILITY** – you must be able to demonstrate compliance.





## **UK TAEKWON-DO ASSOCIATION - DATA PROTECTION POLICY**

### **THE RIGHT TO BE INFORMED**

Under legislation, individuals have the right to be informed on the personal data you hold, who is processing personal data, why and what for. Instructors must remember students have to be given the choice.

### **SUBJECT ACCESS**

Individuals have the right to access personal data and they have the right to be forgotten: data is to be erased when no longer necessary or where consent has been withdrawn.

### **THE RIGHT TO DATA PORTABILITY**

This allows data to be obtained and reused for other purposes across services.

### **THE RIGHT TO RECTIFY**

Individuals have the right to amend data where this is inaccurate or incomplete.

### **DATA THAT IS LIKELY TO CAUSE SUBSTANTIAL DAMAGE OR DISTRESS**

If an Instructor believes that the processing of personal information is causing, or is likely to cause, substantial and unwarranted damage or distress. They should notify the Office Manager and National Secretary in writing to request the Association to cease with processing of said information.

Within 21 days of receiving the member complaint, the Association will reply to the Instructor to confirm:

1. That it has complied with or intends to comply with the request
2. The reasons why it regards the member complaint as unjustified to any extent and the extent to which it has already complied or intends to comply.

### **INSTRUCTOR OBLIGATIONS REGARDING PERSONAL INFORMATION**

Instructors should ensure they comply with the following guidelines at all times:

- Do not give out confidential personal information except to the data subject. In particular, it should not be given to someone from the same family or to any other unauthorised third party unless the data subject has given their explicit consent to this.
- Be aware that those seeking information sometimes use deception in order to gain access to it. Always verify the identity of the data subject and the legitimacy of the request, particularly, before releasing personal information by telephone.
- Only transmit personal information between locations electronically if a secure network is in place.
- If an Instructor receives a request for personal information about another student, forward this to the National Secretary in order to deal with such a request.



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If an Instructor acquires any personal information in the course of their duties, they must ensure that:

- The information is accurate and up to date.
- The use of the information is necessary for a relevant purpose and that it is not kept longer than necessary.
- The information is secure.

In particular, an Instructor should ensure

- The use password-protected and encrypted software for the transmission and receipt of emails.
- Ensure data is locked and in a secure cabinet.
- Where information is disposed of, Instructors should ensure that it is destroyed.
- This may involve the permanent removal of the information from a laptop or hard drive, so that it does not remain in an inbox or trash folder.
- Hard copies of information must be shredded and recycled.

Instructors should be careful to ensure that information is not disposed of in a wastepaper basket or recycle bin.

***If you knowingly or recklessly disclose personal data in breach of the Regulations, this will be dealt with by invoking the UKTA disciplinary procedure.***

### **DATA BREACH**

"Data breach" means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed. The Association and Instructors are required to take the appropriate action necessary to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, and against all other unlawful forms of processing.

In the case of a personal data breach that is likely to result in a risk to the rights and freedoms of a student, the Processor shall notify the Controller without undue delay after becoming aware. Any individual that becomes aware of a data breach of any kind should contact the Office Manager or National Secretary.

### **CONSEQUENCES OF NON-COMPLIANCE**

All Instructors are under an obligation to ensure that they have regard to the six data protection principles (refer page 2) when accessing, using or disposing of personal information. Failure to observe the data protection principles within this policy may result in disciplinary action up to and including dismissal from relevant organisations.

Furthermore, any act of gross misconduct may also constitute a criminal offence.