

Wing Chun-UK – Privacy Notice

As you will be aware data protection laws will be updated on 25th May 2018 to strengthen the right to privacy.

Generally, Wing Chun-UK communicates about our activities via posts on our website and social media sites, which you may visit freely and are not affected by the new laws. However, individual class Instructors would also like to continue on occasion to use mobile phone texts, email and/or telephone to contact registered students and others who have indicated an interest in attending classes.

Our promise. Wing Chun-UK is committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with the Data Protection Act 1998 and the Privacy & Electronic Communications Regulations 2003. These are the laws that will be updated to strengthen your rights and give you control over the personal information the organisation holds about you.

How your personal information is collected. For registered students, your personal information is as supplied directly by you when you made your Licence application via your Instructor. For those enquiring about classes, it is simply formed by your contact (see below).

Why we collect your personal information. We collect your personal information to enable you to be issued with a Membership book/Licence as a student of Wing Chun-UK, for insurance purposes and, occasionally and where necessary, to keep you informed of Wing Chun-UK events, changes to class times (eg in the case of bad weather or Instructor's ill health) and similar.

The personal information we collect and hold at present. For those contacting Wing Chun-UK about classes, individual Instructors may record:

- Your name
- Contact details (eg mobile phone number or email address)
- Date of contact, and
- Date of any trial lessons attended.

For registered students, we record:

- Your title and name
- Contact details including postal address, postcode, e-mail and telephone number.
- Date of birth, occupation and any medical conditions which may affect your safety and/or that of others.
- The date of your first Licence application
- The dates of gradings and grade achieved.

Note: This information is not held centrally by Wing Chun-UK but is retained by the student's individual Instructor. However, it is used centrally to make up the student's personal Membership book/Licence.

How your information is stored. In accordance with the law, Wing Chun-UK will ensure that your data is processed with the greatest care in accordance with the Data Protection Act.

Marketing Permissions. Your data is not shared with anyone or any other organisation and Wing Chun-UK would not do so without your permission. Wing Chun-UK does not publish any of your personal details in either hard copy or electronic form.

How long your data is retained. Wing Chun-UK will only keep your personal information for as long as it is required and in accordance with the statutory requirements. If you cease to remain a student, your personal data (with the exception of your grading record with Wing Chun-UK) is deleted from the records. For those making enquiries who decide not initially to become registered students you may receive notification occasionally inviting you for a taster lesson. You can always request to be removed from the enquiries email list.

Your information rights and choices. The Data Protection Act (DPA), and from May 2018 the General Data Protection Regulation (GDPR), gives you the right:

- To correct or update your personal information.
- To request in writing and securely obtain copies of the personal information Wing Chun-UK holds about you.
- To request removal of your personal information.

You also have the right to lodge a complaint with the Information Commissioner's Office about how your data is managed.