



Northern Ireland Karate Board

(<http://www.nikg.org>)

Data Protection Policy

Also for available
Member Associations & Clubs



Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- ensuring that we comply fully with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the “Data Protection Act 1998”
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfill legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all club officers are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the club

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

Managing Your Membership Data

Why We Collect Membership Data

We collect certain personal data from you on the membership form when you join a board members organisation or renew your organisation's membership. Much of this is an organisations first requirement and is necessary for them to be a safe and responsible board member and to protect its members.

We collect your personal data in case of emergency, in order to perform the administrative functions of the NIKB and to register you as a NIKB karate-ka. We may use your details to contact you to notify you of major events, functions and for communicating important NIKB news we think members may need to know.

Some information is mandatory such as your contact details and medical information and parental consent for participation in NIKB events.

By signing up as a member you agree to us using all the personal information you supply on your membership form for these purposes. Without being able to collect and use this data we will be unable to provide you with membership services or run the NIKB's administration smoothly.

How we Manage Your Membership Data

We store your data securely with our Licensing Officer for registration purposes. Our registration database is a standalone service and is password protected. Your details may be held or transferred to countries other than the UK upon selection to National Squads. Regardless we will ensure that our use of these services complies with the stringent UK laws and guidelines.

The NIKB secretary may from time to time may require access to some or all of this data to ensure that federations, organization, clubs and individuals are kept up to date with NIKB events, information etc.

Sharing Membership Data

We will only pass details to NIKB approved third parties, such as British, European or World Karate Federations along with event organizations that are suitably approved for any purpose necessary to provide you with membership services and access to competition.

For example you cannot participate in the British Open without us supplying your name, date of birth, NIKB License No etc;. We will not pass on any more information than is necessary to do this.

We do not share core membership data with any other third party or use it for non-essential communications.

Membership Data Queries

To request copies of information held by the NIKB email the secretary at secretary@nikb.org who will advise you of what address to submit the written request to.