

MACP Privacy Notice

Introduction

Welcome to the Martial Arts Centre Poole (MACP) Privacy Notice.

The Martial Arts Centre offers training in Ju-Jitsu, Karate, Mixed Martial Arts, Muay Thai and Ladies and Men's Fitness classes. For MACP to offer these sports and fitness classes, MACP requires personal data. It is fully committed to respecting all personal data it collects and stores.

Privacy Notice Purpose

MACP's Privacy Notice will provide information on how MACP protects, manages, stores and deletes personal data. It will also provide information on individual privacy rights and how the Data Protection Law protects an individual's personal data. Furthermore, it will outline what MACP will do with individual data and whom it will share this information with.

It is important that individuals read the privacy notice from time to time so that they can remain fully informed on how and why MACP is using individual data.

Some of MACP's sports are intended for children, thus MACP will knowingly collect data relating to children and will only do so with parental permission. Parents, legal guardians, must also consent to their children participating in the MACP's sports if below 16 years of age.

About MACP

Martial Arts Centre Poole
156a Stanley Green Road
Poole

Dorset

BH15 3AH

Email: info@macp.co.uk

Website: www.poolemartialarts.com

Established: 2010

Structure: Not-for-profit organisation and Community Amateur Sports Club registered Centre

Data controller: Martial Arts Centre Poole

Other names: MACP

General

MACP collects personal data which is necessary for it to carry out its sports that individuals request. This includes delivering memberships, partnerships, education, training, events or simply managing a relationship between an individual and MACP.

As a data controller MACP will provide the privacy notice at the point at which it collects data from an individual. For instances where MACP collects personal data indirectly, it will provide the privacy notice at the first point of direct contact to the individual, when MACP shares the information with a third party or within one month of receiving the data – whichever option is the earlier.

MACP has not appointed a Data Protection Officer as it is not required to do so, but has, however, adopted the approach that each chief coach will be the responsible lead for data protection within their sport. The chairman will have overall responsibility for data protection compliance and oversee the chief coaches and provide further support and guidance where required.

Any questions regarding the privacy notice or requests to exercise individual rights can be sent to MACP at dataprotection@macp.co.uk

Personal information MACP collects

Personal data or personal information means any information about an individual from which that person can be identified. MACP collects personal data in a few ways:

- Through membership application;
- Through email, telephone or website enquiries;
- When purchasing a product;
- When completing a survey;
- When sending feedback to MACP;
- Attendance at an event or seminar;
- Participating in online training.

MACP collects the following types of information

Personal contact – to allow direct communication between MACP and an individual, for example, for MACP to service an individual membership.

- Address;
- Email address(es);
- Name;
- Telephone number;
- Title.

Interactions with MACP – to facilitate interactions and requests between individuals and MACP.

- Email communications;
- Telephone conversations;
- Written correspondence.

Financial details – to enable MACP to receive, make payment and record transactions between individuals or organisations and MACP.

- Bank details;

- Batch payment details – bank info included;
- Cheque/payment details;
- Credit/debit card details;
- Delivery notes;
- Direct Debit Mandates;
- Member fees;
- Membership payment charge;
- Order details;
- Purchase invoice;
- Sales invoices and credits.

Use of MACP Sports – to enable and record the use of and movement through online systems.

- Passwords;
- IP addresses;
- Usernames;
- Record of attendance at events and seminars.

Identification and MACP support – how MACP will identify an individual, captures information to ensure eligibility into membership and sports additional support as part of the membership benefits (for example, recording disabilities to ensure needs are met at events).

- Address(es);
- Date of birth;
- Disability;
- Ethnic origin;
- Gender;
- Health screen questionnaire.

MACP administration – data that MACP records to fulfil its business functions.

- Contracts;
- Mailing preferences;
- Member category;
- Membership number;
- Member renewal date;
- Membership start date;
- Membership status;
- Type of membership.

Personal details about ethnic origin, disability, etc., are considered ‘sensitive’ personal data and are applicable under Data Protection Laws. MACP processes this data only if the individual has given MACP explicit consent, or it is necessary (for instance, if you request special assistance), or you have deliberately made it public.

Why MACP collects personal data

MACP will only collate and use personal data where the law permits. MACP processes personal information to enable it to provide a voluntary service for the benefit of the communities of Poole as specified in MACP's Constitution.

Lawful data collection

MACP most commonly uses personal data in the following circumstances:

- Consent – where MACP obtains genuine consent from an individual or guardian in relation to the personal data of an individual or child;
- Contract – where MACP needs to perform the contract that the individual or organisation is about to enter or has entered into;
- Legal obligation – where MACP has legal or regulatory purposes, such as the powers within its Constitution or HMRC requirements because of CASC;
- Legitimate interests – where it is necessary for MACP's legitimate interests, and an individual's interests or fundamental rights do not override MACP's interests.

Marketing preferences

MACP provides information based on membership and partnership contracts and benefits. Individuals can change their preferences on their marketing preferences at any point in time. Marketing preferences do not include communications specifically relating to or regarding the management of contracts, memberships or hires with MACP.

Cookies

MACP uses data analytics on its website to improve the function, products, sports, marketing, customer relationship and experiences to ensure that the website remains up to date and relevant to the needs of its users. Further information can be found in MACP's Cookies policy.

Data retention

MACP keeps personal data only for as long as it's necessary.

Contract/membership/hires

Individuals with a live contract, membership or hire agreement with MACP will have their data used and held by MACP in accordance with its privacy statement, data protection and IT security policies and procedures.

Contract/membership/hires

If an individual terminates their contract, membership or hires agreement with MACP, their data will be retained as per the data retention schedule below. Wherever possible, MACP will pseudonymise individual records by delete personal data and retaining membership numbers, for example. This will allow MACP to manage risk and maintain business continuity.

Opting in

Individuals who have opted-in to communication from MACP will have their data used and held by MACP in accordance with its privacy statement, data protection and IT security policies and procedures.

Opting out

An individual who has opted-out of communications from MACP will have their data retained as per the data retention schedule below. Wherever possible, MACP will pseudonymise individual records by deleting personal data and retaining membership numbers, for example. This will allow MACP to manage risk and maintain business continuity.

Right to erasure

Individuals who request to delete their data will have this deleted in accordance with the data retention schedule below. Data which cannot be deleted immediately will be held for MACP's legal, regulatory or business purposes which are governed by other legal or regulatory bodies, for example, the HMRC.

Please refer to the MACP Data Retention Schedule.

Data security

MACP is committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets throughout its operations. MACP has put in place appropriate security measures to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In accordance with its data protection and IT security policy and procedures, MACP limits access to personal data to coaches, hirers and volunteers, and disclosed third parties who have a business function to complete. The personnel and organisations will only process personal data on MACP instructions and are subject to a duty of confidentiality.

MACP has procedures in place to monitor, identify and manage any suspected breaches of personal data. If a breach has occurred, MACP will notify the individuals involved of this breach where it is legally required to do so.

Sharing personal information

MACP discloses personal information to third party organisations in order to operate its business. This is largely to service the benefits of memberships and hirers with MACP. Where MACP shares personal data with third parties, it has planned to protect and secure this data. Outside of these third parties, MACP does not disclose personal information unless it is required to do so by law.

Routine data controllers include organisations in banking, CRM, eLearning, marketing and publishers. MACP ensures that they are GDPR compliant which is recorded and monitored through its contracts.

MACP may share information with a third party, for example, the local authority or education provider, only where the individual has approved the sharing of the information. In order to carry out its business, MACP may (with the individual's permission) also share personal data with the following:

- The local authority, education providers and for DBS purposes;
- Couriers such as Blitz;
- IT system providers, e.g. telephone, video conference services;
- Police, law enforcement and security services.

Individual legal rights

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object;
- Rights in relation to automated decision making and profiling.

Individuals have the right to invoke any of the above at any point to MACP and can do this by emailing dataprotection@macp.co.uk or calling 07732 187347 quoting data control.

Privacy policy and notice

MACP will provide the privacy notice at the start of the relationship with an individual. It will also be available on its website so that individuals can continuously access this information. Where MACP makes substantial changes or a new use for individual data is identified, it will provide individuals with an updated version of the privacy notice before or new uses take place.

It is therefore important that individuals inform MACP of any changes to the personal data that it holds to ensure MACP can continue to communicate with the individual effectively.

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