

# THE INTERNATIONAL ASSOCIATION OF SHOTOKAN KARATE (IASK)

## GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICY

It is necessary for the IASK Chief Instructor and all IASK club instructors to collect certain information about its members in order to carry out day to day operations and to comply with legal obligations.

The IASK Chief Instructor and all IASK club instructors are committed to ensuring that any personal data collected will only be used for karate related matters and will be stored safely and not be disclosed to any third party.

The aim of this policy is to ensure that everyone handling personal data is fully aware of these requirements and acts in accordance with these data protection procedures.

**In line with these Data Protection principles, we will ensure that personal data will:**

- Be obtained fairly and lawfully and for a specific and lawful purpose on individual Annual License Registration Forms, Annual or Life Club Membership Forms, and 6 Week Beginner Course Forms.
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be reviewed annually and verify how personal information is collated, stored and used

**The IASK processes the following personal information:**

- Names, addresses, Gender, Date of Birth, Nationality, Medical Conditions, Any Convictions of a Crime of Violence and contact details from: 6 Week Beginners, registered Licensed Members, registered Club Members and Registered Instructors.

**The IASK Chief Instructor and all IASK Club Instructors will ensure that your data will:**

- Be processed for the purposes stated only.
- In the case of contact details, these may be stored for the purpose of informing licensed members, students and instructors about karate related matters such as courses, gradings, championships and karate social events or to inform the above of any cancellations that may occur to the normal training days and times.
- Be accurate and be kept up to date.
- Be erased as soon as out of date or when not necessary.
- Be kept in a safe place and, where relevant, on a computer which is password protected.

**An individual has the right to request a copy of personal information that we hold about them.**

**To request a copy of the personal information held or to review the detail,  
write or email: [nicholas.adamou@ntlworld.com](mailto:nicholas.adamou@ntlworld.com)**