

Martial Arts Federation Privacy Policy (MAY 2018)

The Martial Arts Federation International (“MAFI”) (“we”) (“us”) collects and processes personal and sensitive data and is committed to safeguarding an individual’s privacy and protecting the personal data collected.

This privacy policy describes the personal data collected or generated (processed) when you use the MAFI website (“**Site**”) and its services. It also explains how your personal data is used, shared and protected, what choices you have relating to your personal data and how you can contact us

Individuals we would collect data on:

1. Students
2. Staff and Volunteers
3. Parents, Carers & Guardian

This information is provided in accordance with the rights of individuals under the General Data Protection Regulation to understand how their data is used. All members are all encouraged to read this Privacy Notice and understand MAFI’s obligations to all who it holds personal data for.

This Privacy Notice applies alongside any other information MAFI may provide about a specific use of personal data, for example when collecting data via an online or paper form.

WHAT Personal Data Do We Collect and WHEN?

We ask you for certain personal data to provide you with the products or services you request. For example, when you book classes, contact our customer services, request to receive communications, create an account, participate in our events or sessions, or use our Site.

This personal data includes your:

- Contact details including name, email, telephone number and shipping, billing address;
- Information about health and medical needs where appropriate with emergency and next of kin information.
- Personal details including gender, hometown, date of birth and purchase history;
- Bank, payment or credit card information;
- Images, photos and videos of students with consent (from parents for minors);
- Data on physical characteristics, including weight, height, and body measurements (such as estimated chest/waist measurements or apparel size);
- Grading records when students go through examination.
- Competition records (i.e. results, ranking points, performance data) for students in their representative country’s squad.

When interacting with our Site, certain data is automatically collected from your device or web browser. More information about these practices is included in the “**Cookies and Pixel Tags**” section of this privacy policy below. This data includes:

- Device IDs, call state, network access.
- Cookies, IP addresses, referrer headers, data identifying your web browser and version, and web beacons and tags.

WHY and HOW Do We Use Your Personal Data?

We use your data to allow us to carry out our ordinary duties towards members including staff, students, and parents, we may process a wide range of personal data about individuals. This includes current, past and prospective staff, students and parents as part of the normal operation of the federation.

MAFI will need to carry out some processing to fulfil its legal rights, duties or obligations including those under an agreement with its staff, or parents.

Other uses of personal data will be made in accordance with MAFI's legitimate interests or the legitimate interests of another, provided that they are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

MAFI may need to collect special category personal data concerning health, ethnicity, religion or criminal records information, such as carrying out DBS checks, in accordance with rights or duties imposed on it by law, including safeguarding and employment, or from time to time by explicit consent where required.

HOW do we COLLECT your data?

Generally, MAFI receives personal data from the individual directly, in the case of minor students this is from their parents. This may be via a form, or simply in the ordinary course of interaction or via electronic communication such as email or mobile messaging.

However, in some cases personal data may be supplied by third parties for e.g. another organization or other professionals or authorities working with that individual or collected from publicly available resources.

WHO has access to personal data and who do we SHARE it with.

Occasionally MAFI will need to share personal information relating to its community with third parties, such as our partnered martial arts charity (MACT) professional advisers, lawyers and accountants or relevant authorities, HMRC, police or the local authority.

For the most part, personal data collected by MAFI will remain within MAFI, and will be processed by appropriate individuals only in accordance with access protocols.

Staff, students and parents are reminded that MAFI is under duties imposed by law to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities.

Finally, in accordance with the General Data Protection Regulation, some of MAFI's processing activity is carried out on its behalf by third parties such as content management systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with MAFI's specific directions.

How Long we will keep your personal data?

MAFI will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Staff records are kept indefinitely. Student records are kept for up to thirty years and we can send you information for up to thirty years after a student has left training. This is to preserve your grading record and historical record.

Incident reports and safeguarding files will need to be kept indefinitely, in accordance with specific legal requirements.

If you have any specific queries about how this policy is applied or wish to request personal data that you no longer believe to be relevant, is considered for erasure, please contact us on info@mafinternational.com . Please consider that MAFI may have lawful and necessary reasons to hold on to some data.

Your Rights:

Individuals have various rights under the General Data Protection Regulation to access and understand personal data about them held by MAFI and in some cases ask for it to be erased or amended or for MAFI to stop processing it, but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organization, should put their request in writing addressed to, Compliance Manager, info@mafinternational.com

MAFI will endeavor to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information.

Certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. MAFI is also not required to disclose any confidential reference given by MAFI for the purposes of training in Martial Arts or employment of any individual.

Minor students can make subject access requests for their own personal data, provided that, in the reasonable opinion of MAFI or their direct instructor, they have sufficient maturity to understand the request they are making.

Where MAFI is relying on consent to process personal data, any person may withdraw this consent at any time. Please be aware however that MAFI may have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice or may otherwise exist under some form of contract or agreement with the individual e.g. Employment or parental contract.

The rights under General Data Protection Regulation belong to the individual to whom the data relates. However, MAFI will often rely on parental consent to process personal data relating to underage students (if consent is required).

Requests from Parents:

It should be noted that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about minor students without their consent.

MAFI may consider in this case a lawful ground for sharing with or without reference to that student.

Parents will in general receive training and progress updates about their children. Where parents are separated, MAFI will in most cases aim to provide the same information to each person with parental responsibility but may need to factor in all the circumstances.

QUESTIONS and Feedback

We welcome questions, comments, and concerns about our privacy policy and privacy practices.

If you wish to provide feedback or if you have questions or concerns or wish to exercise your rights related to your personal data, please contact Customer Services at:

Martial Arts Federation International, 274 Caledonian Road, London, N1 1BA

You may also send us an email at info@mafinternational.com

If you contact us with a privacy complaint it will be assessed with the aim of resolving the issue in a timely and effective manner. You also have the right to lodge a complaint with the relevant supervisory authority in the country in which you reside.