**Data Privacy and Protection**

**Privacy Notice**

How we use information collected through the Club Membership Form (electronic and paper) and other sources:

**The categories of Club Officials, Coaches, Members, Volunteers, Parents and Carers information that we collect, process, hold and share include:**

Personal information (such as name, licence & relevant certificate numbers).

Special categories of data including characteristics information such as gender, age, ethnic group, disability.

Membership information (such as name, date of birth, address, emergency contact and special medical requirements).

Training, competition and grading data which may include photographs and video (This is collected and can be shared with the British judo Association, to advise and guide members on the next steps in qualification or grading).

Qualifications (For coaches and volunteers where it is required for the role).

**Why we collect and use this information**

**We use this information in relation to Judoka (Judo players) to:**

enable the development of a comprehensive picture of the member to assist with progression in the sport;

inform members about development of the sport, Club; and

enable members to progress onto higher level competitions; and

Enable the British Judo Association to track and improve Judo for its members.

**We use this information in relation to Officials, coaches & volunteers to:**

Ensure Officials, coaches and volunteers hold appropriate qualifications and meet safeguarding requirements to participate and support participation in the sport;

inform them about development of the sport, Club; and

enable them to progress should they choose to do so

Enable the British Judo Association to track and improve Judo.

**We use this information in relation to parents, carers and emergency contacts to:**

Ensure the club and the British Judo Association can comply with its safeguarding and protection requirements.

Inform them about development of the sport and Club.

**The lawful basis on which we process this information:**

We process this information under the terms of engagement you have entered into with Respect Judo or in relation to the steps taken to enter into that contract of membership with British Judo Association.

We do so where information of a non-sensitive nature is processed and is therefore in the Club’s legitimate interests i.e. membership of the club. Where sensitive data is processed by means of consent, with appropriate safeguards and is in the legitimate interests of the Club or is in your vital interests.

**Collecting this information:**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Please contact the Club Officials or Head Coach (Responsible Person) either in person or by using the email address respectjudo@gmail.com .

**Storing this information:**

We hold your data for the duration of your involvement with the Club. Where we have training attendance records, invoiced for items or collected payments, the Club will retain your information for 7 years.

**Who we share this information with:**

We routinely share Judoka (Judo player), Coaches and volunteer information with:

British Judo Association

Sport England

Other Club’s where competitions are held

The reason for sharing your data is to highlight and encourage development within the sport or to apply for further funding to ensure the sport’s or club’s longevity.

Information collected and held by the Club on Parents, Carers and Emergency Contacts is only used within the Club for the purposes it was collected.

**Why we share membership information:**

We do not share information about members (i.e. Judoka, Coaches and Volunteers) with anyone without consent unless the law and our policies allow us to do so.

It is a pre-requisite of the sport that all club members register with the British Judo Association; hence we will supply information to them, for this and insurance purposes.

**Online Privacy policy**

**1.Cookies**

We collect information about your use of our Site through cookies. Cookies are information that files stored on your computer, tablet or smartphone that help websites remember who you are and information about your visit. Cookies can help to display the information on our Site in a way that matches your interests.

 Most major websites use cookies.The cookies we and our business partners use on our Site are broadly grouped into the following categories:

**Essential:** Some of the cookies on our Site are essential for us to be able to provide you with a service you have requested. An example of this could be a cookie used to enable you to log into your account on our Site or which allows communication between your browser and our Site. Our cookie preference cookie described in the section “How can I reject or opt out of receiving cookies?” is also an essential cookie. You may not be able to use our Site without these cookies.

**Analytics**: We use analytics cookies to helps us understand how users engage with our Site. An example is counting the number of different people coming to our Site or using a particular feature, rather than the total number of times the site or feature is used. Without this cookie, if you visited our Site once each week for three weeks we would count you as three separate users. We would find it difficult to analyse how well our Site was performing and improve it without these cookies.

**User Cookies :** We use cookies to improve your experience by remembering your preferences so we know how you like to use our Site. Examples of this would be remembering you so that you are served with the same content or to remember you when you come back to our Site.

**Social Sharing:** We use third party cookies to allow you to share content directly on the social networking/sharing sites like Facebook, Twitter or Google+. Examples would be if you wanted to “like” or “tweet” about us or our products or services. Please see our “Third Party Cookies” section below for more details.

**How can I reject or opt out of receiving cookies?**

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting, you may be unable to access certain parts of our Site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you use our Site. The “Help” menu of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether.

For more information about cookies and how to stop cookies being installed or how to delete existing cookies from your hard drive visit the following website: [http://www.allaboutcookies.org](http://www.allaboutcookies.org/).

**Third party cookies:**

Some of the cookies described in the “What Cookies are used on our Site” section above are stored on your machine by third parties when you use our Site. Third parties may also read cookies on your browser to collect information or to serve content or advertisements to you. We have no control over these cookies or how the third parties use them. They are used to allow that third party to provide a service to us, for example analytics. For more information on these cookies and how to disable them, please see: Internet Advertising Bureau website at <http://www.youronlinechoices.com/> where you will be able to opt-out of receiving Interest-Based Advertising cookies from some of the third parties listed below; and/orIf you want to know more about how cookies work and how to manage or delete them, visit the [World Wide Web Consortium’s website](http://www.w3.org/Security/Faq/wwwsf2.html#CLT-Q10.).

**VisitorAnalytics**
Visitor Analytics is a simple website analytics service that measures traffic on our website and collects general information from our website visitors. We create statistics to improve the experience of our website visitors. We never use cookies for this purpose.
As a website operator using Visitor Analytics to conduct reach measurement, depending on the level of data protection we have activated, we may process information about the device you are using and its characteristics, information about technical characteristics of the website visit, the number of page visits and statistically relevant behaviour of our website visitors. The technology does not use the collected data to identify individual visitors or to match the data with additional information about people
Depending on the location from which you access our website, Visitor Analytics may not collect any information about the device you are using due to our technical settings.

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Head Coach or one of the named Club Officials either in writing, by email or in person.

The email address is: respectjudo@gmail.com .

**You also have the right to:**

object to processing of personal data that is likely to cause, or is causing, damage or distress

prevent processing for the purpose of direct marketing

object to decisions being taken by automated means

in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

The Club Head Coach or other Club Official using the email address provided above or in person at the Club.