

## **SOUTH EAST ACADEMY OF MARTIAL ARTS DATA PRIVACY NOTICE:**

- **Your personal data - what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

- **Who are we?**

SEAMA is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

- **How do we process your personal data?**

SEAMA complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To keep a point of contact for students under the age of 18
- To inform/update you of news, events, activities and services running at SEAMA Academy.

- **What is the legal basis for processing your personal data?**

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about the martial arts academy.

- **Sharing your personal data**

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of SEAMA Academy with your consent. We have put in place appropriate measures to prevent your data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to instructors, volunteers, agents, contractors or third parties who have a need to know. They will only process your personal data on your instructions and they are under a duty of confidentiality.

- **How long do we keep your personal data?**

We keep data in accordance with the guidance set out in the guide "Keep or Bin"

We will retain your personal data for as long as is reasonably necessary for the purpose of our legitimate interest described above. If you do not contact us for a period of five years we will delete your personal data unless we are required to retain it for a longer period for legal, accounting or reporting reasons.

We reserve the right to delete your personal data after a shorter period if in our view retaining it is no longer reasonably necessary for the purposes of fulfilling our contractual obligations to you or for furthering our legitimate interests or it becomes apparent to us that the details we hold have been out of date for some time and you have not provided us with updated information.

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## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which SEAMA holds about you;
- The right to request that the SEAMA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the SEAMA to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the SEAMA Head office, 94 Ray Mill Road West, Maidenhead, Berkshire. Email: [edwardsacademy@aol.com](mailto:edwardsacademy@aol.com) Telephone: 01628 784254. Before responding to a request or objection we may require specific information from you as a security measure to ensure that your personal data is not disclosed to any person who has no right to receive it.

You will not have to pay any fee to exercise these rights. However, we may charge a reasonable fee for, or may refuse to comply with, any request that is clearly or unfounded, excessive or repetitive. We try to respond to all request within one month. If it will take longer because your request is complex we will notify you and keep you updated.

You will also have the right to lodge a complaint will the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.