



松濤館流空手組合国際 DATA PROTECTION POLICY

Policy

SKKK. is committed to meeting its obligations under the Data Protection Act of 1998. SKKK. will strive to observe the law in all collection and processing of subject data and will meet any subject access request in compliance with the law. SKKK. will only use data in ways relevant to carrying out its legitimate purposes and functions as a Karate Body in a way that is not prejudicial to the interests of individuals. SKKK. will take due care in the collection and storage of any sensitive data. SKKK. Officers will do their utmost to keep all data accurate, timely and secure.

SKKK. will share its data between SKKK. officers and with partners such as insurance agents but will work to ensure that all officers understand they are required to observe UK data protection laws.

All SKKK. Officers must be aware of the requirements of the Data Protection Act when they collect or handle data about an individual. SKKK. Officers must not disclose data except where there is subject consent, or legal requirement. Data sent to outside agencies must always be protected by a written contract. All collection and processing must be done in good faith.

The SKKK. Membership Registrar will keep records of all complaints by data subjects and the follow up. He will also keep a record of all data access requests. There will be a repository of all SKKK. statements of Data Protection Law compliance and information about any contacts made with the Licensing Officer. This information will be available to Officers and data subjects on request.

Principles of data protection outlined in the Data Protection Act

Anyone processing personal data must comply with the eight enforceable principles of good practice. These state that data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive

- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure