



## **Data Protection Policy**

### **English Karate Academy Limited**

#### **1. Introduction**

English Karate Academy Limited ("the Academy") is committed to protecting the rights and privacy of individuals, including students, instructors, employees, and any third parties with whom we engage. This policy outlines how we collect, process, store, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

#### **2. Scope**

This policy applies to all personal data processed by the Academy, including data related to students, parents/guardians, employees, contractors, and suppliers.

#### **3. Principles of Data Protection**

The Academy adheres to the following data protection principles:

- Lawfulness, fairness, and transparency – Personal data shall be processed lawfully, fairly, and in a transparent manner.
- Purpose limitation – Data shall be collected for specified, explicit, and legitimate purposes.
- Data minimisation – Only necessary data will be collected and processed.
- Accuracy – Data shall be accurate and kept up to date.
- Storage limitation – Data shall be kept only as long as necessary.
- Integrity and confidentiality – Appropriate security measures shall be in place to prevent unauthorised access, loss, or damage.

#### **4. Data Collection and Use**

The Academy collects personal data for the following purposes:

- Enrolment and student records
- Payment processing
- Health and safety compliance
- Staff employment records
- Marketing and communication (with explicit consent)
- Compliance with legal obligations

#### **5. Data Security and Storage**

We implement appropriate technical and organisational measures to ensure personal data is secure. This includes:

- Password-protected databases
- Restricted access to personal data
- Secure disposal of data no longer required
- Regular security assessments

## **6. Data Sharing and Disclosure**

The Academy does not share personal data with third parties unless:

- Required by law
- Necessary for safeguarding or health and safety purposes
- Explicit consent has been obtained

## **7. Data Subject Rights**

Individuals have the following rights regarding their personal data:

- Right to access their personal data
- Right to rectification of inaccurate data
- Right to erasure (in certain circumstances)
- Right to restrict processing
- Right to data portability
- Right to object to processing
- Right to lodge a complaint with the Information Commissioner's Office (ICO)

## **8. Data Retention**

Personal data will only be retained for as long as necessary to fulfil the purposes outlined in this policy or as required by law. Once data is no longer required, it will be securely deleted or destroyed.

## **9. Breach Notification**

In the event of a data breach, the Academy will assess the risk to individuals and report to the ICO where necessary. Affected individuals will be notified if required.

## **10. Policy Review and Updates**

This policy will be reviewed annually or when significant changes occur in data protection legislation.

For any queries regarding this policy, please contact the Academy's Data Protection Officer at [gary@englishkarateacademy.com](mailto:gary@englishkarateacademy.com).