



1. The BBTA Taekwondo Academy refers to all BBTA Taekwondo Schools.
2. The BBTA Taekwondo Academy needs to collect and retain certain Personal data to fulfil its academic and business purposes and to meet its legal obligations.
3. Personal data means any information relating to an identified or identifiable living person. An identifiable person is one who can be identified, directly or indirectly, in particular by an identifier such as a name, identification number, on-line identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person. Processing is any activity carried out involving personal information, including holding and storing it in any format, both digital and hardcopy.
4. The BBTA Taekwondo Academy is committed to protecting the rights of individuals with regard to the processing of personal data and undertakes to manage personal data fairly and lawfully in accordance with the General Data Protection Regulation.
5. This policy (together with its annexes) deals with the requirements of the General Data Protection Regulation and its principles and provides the policy framework through which effective management of personal data can be achieved.

#### Responsibility for this policy

6. Ultimate responsibility for the development of clear and effective processes and procedures associated with data protection and the management of personal data lies with the Executive Board of The BBTA Taekwondo Academy.
7. Responsibility for the implementation of this policy is shared across all staff and functions, both individually and collectively, of The BBTA Taekwondo Academy.
8. If you have any questions about The BBTA Taekwondo Academy privacy practices, please contact the Data Protection Officer.

How to contact us: The BBTA Taekwondo Academy Data Protection Officer:

Email: [office.bbta@gmail.com](mailto:office.bbta@gmail.com)

Address: Data Protection Officer

The BBTA Taekwondo Academy

Merilees,

The Paddocks,

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## The principles of data protection

9. There are six data protection principles set out under the General Data Protection Regulation. In summary they are that personal data should be:

- Processed fairly and lawfully and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and kept up to date
- Kept only for as long as is necessary for those purposes
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

10. The BBTA Taekwondo Academy will adhere to these principles and the guidelines set out by the Information Commissioner.

## Procedural approach to data protection

The BBTA Taekwondo Academy only collects personal data for specified legitimate purposes, and shall only process the information in accordance with those purposes.

## General use of personal data

11. In accordance with the normal and proper conduct of academic and business operations, The BBTA Taekwondo Academy holds personal data on prospective, current and former students; prospective, current and former staff; other business and academic contacts; and other individuals interested or connected with The BBTA Taekwondo Academy.

12. Personal data is held in a variety of formats, both electronic and hard copy.

13. For prospective and current students this will include (but not be restricted to) enrolment and administration, monitoring academic performance, statistical reporting, awarding qualifications and the provision of general academic and business services.

14. For former students, The BBTA Taekwondo Academy will collect personal data to discuss partnership opportunities and provide information relating to alumni events.

15. For prospective staff, The BBTA Taekwondo Academy will collect personal data to assess suitability for employment.

16. For current staff this will include (but not be restricted to) the conduct of normal business management and employment matters.



17. For other individuals this will include (but not be restricted to) the normal conduct of academic and business matters.

### **The types of personal information The BBTA Taekwondo Academy collects**

18. The BBTA Taekwondo Academy collects and processes information relating to its students, including images, personal details, family and social circumstances, education and training records and financial details for various academic, administrative directly from you. It may, for example, come from other organisations to which you belong or professional service providers. We also collect personal information from third parties such as collaborative partner organisations, service providers offering services provided by The BBTA Taekwondo Academy, for example student recruitment representatives

21. The BBTA Taekwondo Academy will only process and use personal data for legitimate and lawful purposes, and where practicable, with the relevant individual's consent.

22. It is necessary for The BBTA Taekwondo Academy to collect process and use student data in order to perform the contract between the student and The BBTA in providing teaching and education support services. This includes agreeing to The BBTA Taekwondo Academy releasing appropriate information to relevant third parties such as the Examinations board and other qualification authorities.

23. It is a condition of staff employment that they agree to The BBTA Taekwondo Academy processing certain personal information as part of The BBTA Taekwondo Academy obligations.

24. For other individuals, The BBTA Taekwondo Academy may gather data during the course of including (but not limited to) normal academic and business activities.

25. In most cases, The BBTA Taekwondo Academy can only process personal information that is categorised as "special category personal data" under the General Data Protection Regulation with the explicit consent of the individual whom the data concerns.

26. For more information on the categories of data The BBTA Taekwondo Academy collects and the lawful bases for the processing, please contact us. The BBTA Taekwondo Academy will ensure that personal data is accurate, kept up to date and held securely, and is only retained for as long as is necessary.

27. Access to personal data is restricted to those personnel to whom it is necessary for the performance of their role. All staff who are authorised to access personal data are under an obligation to comply with this policy, the General Data Protection Regulation and any other relevant guidelines or legislation.

28. Staff with access to personal data is required to ensure that it is held in a secure location where other unauthorised staff will not be able to access it without permission.

29. Members of staff performing a supporting role in a professional capacity (e.g. Assistant Instructors) will also be bound by their professional codes of practice in respect of protecting an individual's personal data.

30. The BBTA Taekwondo Academy will routinely and safely dispose of information once it appears to have exceeded its useful life and will do so in accordance with its data retention policy and related procedures.

31. If reasonably necessary or required to meet legal or regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions, we may also keep hold of some of your information as required, even if it is no longer needed to provide the services to you.

32. The BBTA Taekwondo Academy has procedures in place to deal with any suspected data security breach. Students, staff and any applicable regulator will be notified of a suspected data security breach where The BBTA Taekwondo Academy is legally required to do so.

### **Rights of individuals**

33. Under the General Data Protection Regulation, an individual has the following rights:

- To be informed about how their personal data is being used
- To access the personal data held about them
- To request that elements of that data be ported to another service provider
- To request rectification of any mistakes in the data that is held
- To request the erasure of personal data in certain situations
- To request the restriction of processing
- To object to the processing
- To object to any decisions being taken by automated means

34. A formal request to exercise any of these rights can be made free of charge and in writing to The BBTA Taekwondo Academy. The BBTA Taekwondo Academy will require proof of identity and address and the information to which the request relates.

### **Accessing your personal data**

36. Subject to the requirements of the General Data Protection Regulation, anyone has the right to know and inspect what personal data The BBTA Taekwondo Academy holds about them and for this to be correct. If an individual has a query regarding the accuracy of their personal data then their request will be dealt with fairly and impartially.

37. All staff and students are responsible for checking that any personal data that they provide to The BBTA Taekwondo Academy is accurate and up to date and informing the BBTA of any changes to that information, e.g. change of address.

### **Examination results**

38. Examination scripts are specifically exempt from the data subject's access rights under the General Data Protection Regulation. In general, students are entitled to know their examination marks but are not entitled to see their examination scripts. However, students are entitled to see associated examiner's comments and minutes of any examination appeals panels, which are not exempt from disclosure.



### **Student information**

44. The BBTA Taekwondo Academy will hold personal data relating to students' academic performance and any disciplinary matters. This data may be released to appropriate third parties including professional bodies, government agencies, other universities, academic partners

45. Academic awards are considered to be public information and the names of successful candidates may be published on open pass lists in various media. Confidential references

46. The BBTA Taekwondo Academy may, if requested, provide references on a student's behalf.

### **Complaints**

47. If there are concerns regarding the processing or security of personal data, students should contact the Data Protection Officer.

48. Further details on the use and management of staff personal data may be found on The BBTA Taekwondo Academy Web site. All enquiries should be directed to the Data Protection Officer.

49. If a student or staff member remains dissatisfied with The BBTA Taekwondo Academy response or requires any advice in regard to personal data they should contact the Information Commissioner's Office (ICO).

### **Contact us**

50. Please contact us if you have any questions about this Privacy Policy or the information we hold about you

Data Protection officer

office.bbta@gmail.com