**Privacy Policy**

**Introduction**

This  **privacy** **policy** sets out how we use and protect any information that you give to us when you become a member of the TAGB.

We are committed to ensuring that your **privacy** is protected, and we will never release your personal details to any third party without your express consent.

When you complete an application to join a TAGB club, certain personal information is collected from you. You can be assured that it will only be used in accordance with this **privacy** **policy**.

**What information we will collect:**

- Forename and Surname
- Date of Birth
- Photograph
- Current Address
- Contact telephone numbers
- Contact email address
- Gender
- Medical Conditions
- Next of Kin name and emergency contact details.

**Why we need the information we gather** We require this information to administer your membership and to provide the products and services you have requested from us and provide you with an efficient service for the following reasons:

- Internal record keeping
- Sending membership fee notices to you
- Recording financial transaction to your membership fee account
- Contacting you with relevant club and Association correspondence
- Maintaining a record of any recognised competitions you may take part in
- Maintaining a record of your grade status and related grading examinations
- Confirming your grade to other Associations or International Bodies if they request confirmation of your grade for any competitions you have entered with them
- Sharing personal details with the British Taekwondo Council (The United Kingdom National Governing Body for Tae kwon-do) for membership and insurance purposes only.

The TAGB will retain your personal information on our membership database for the duration of your membership, and for a period of 12 months after your membership has expired. We take your **privacy** seriously and all such information is held on secure servers.

The TAGB complies with all applicable Data Protection Regulations. We may change and update this **policy** from time to time and will notify you accordingly.

This **policy** is effective from 20/05/2018

*Notes:*

1. *Under GDPR your have the right to view all data we hold on you. Access to this information can be obtained from your TAGB Instructor.*
2. *Under GDPR you have the right to complain to the Information Commissioner’s Office (ICO) if you think there is a problem in the way your data is being handled.*