

TEK CONFIDENTIALITY POLICY

TEAM ELITE KICKBOXING LIMITED T/A TEK KICKBOXING IS A COMPANY LIMITED BY SHARES, REGISTERED IN ENGLAND & WALES UNDER NUMBER 13693213; ITS REGISTERED ADDRESS IS 71 STATION ROAD, BEESTON, NOTTINGHAM, UNITED KINGDOM, NG9 2AW; ITS TRADING ADDRESS IS 71 STATION ROAD, BEESTON, NOTTINGHAM, UNITED KINGDOM NG9 2AW ITS VAT NUMBER IS 402159925; ITS EMAIL ADDRESS IS INFO@TEAMELITEKICKBOXING.ORG AND TELEPHONE NUMBER IS +44 (0) 7766836153.

1. GENERAL PRINCIPLES

1.1 TEK RECOGNISES THAT COACHES WHO TRAIN OR COACH WITHIN OUR ORGANISATION GAIN INFORMATION ABOUT INDIVIDUALS AND FAMILIES DURING THEIR COURSE OF COACHING ACTIVITIES. IN MOST CASES SUCH INFORMATION WILL NOT BE STATED AS CONFIDENTIAL AND WE MAY HAVE TO EXERCISE COMMON SENSE AND DISCRETION IN IDENTIFYING WHETHER INFORMATION IS EXPECTED TO BE CONFIDENTIAL.

1.2 TEK IS COMMITTED TO ENSURING THAT ANY PERSONAL INFORMATION WHICH IS PROVIDED TO US IN THE OF OUR WORK WILL BE PROCESSED AND STORED IN ACCORDANCE TO THE DATA PROTECTION ACT.

1.3 CONFIDENTIALITY IS A BROADER CONCEPT THAN DATA PROTECTION BUT THERE IS AN OVERLAP BETWEEN THE TWO AREAS.

1.3.1 CONFIDENTIALITY REFERS TO ALL FORMS OF INFORMATION INCLUDING PERSONAL INFORMATION ABOUT PEOPLE USING SERVICES OR COACHES, INFORMATION ABOUT THE ORGANISATION, FOR EXAMPLE, ITS PLANS OR FINANCES AND WHETHER THE INFORMATION IS RECORDED OR NOT.

1.3.2 DATA PROTECTION CONCERNS ONLY PERSONAL INFORMATION WHICH IS RECORDED, WHETHER THIS BE IN ELECTRONIC OR MANUAL FORMAT.

1.4 INFORMATION RECEIVED BY TEK, AS PART OF THE SERVICES IT PROVIDES, WILL BE CONSIDERED TO BE INFORMATION FOR TEK TO SHARE WITH COLLEAGUES AND USE TO DELIVER ITS AIMS AND OBJECTIVES.

1.5 ALL COACHES SHOULD INFORM GROUPS, ORGANISATIONS OR INDIVIDUALS WHY THEY ARE REQUESTING INFORMATION AND EXPLAIN THE PURPOSE OF STORING AND USING THIS INFORMATION.

1.6 COACHES ARE ABLE TO SHARE INFORMATION WITH THEIR FELLOW COACHES AND MANAGEMENT TEAM IN ORDER TO DISCUSS ISSUES AND SEEK ADVICE BUT SHOULD NOT DISCLOSE TO ANYONE OTHER, ANY INFORMATION CONSIDERED TO BE SENSITIVE, PERSONAL, FINANCIAL OR PRIVATE WITHOUT THE KNOWLEDGE OR CONSENT OF THE INDIVIDUAL.

1.7 COACHES SHOULD AVOID EXCHANGING PERSONAL INFORMATION OR COMMENTS (GOSSIP) ABOUT INDIVIDUALS WITH WHOM THEY HAVE A PROFESSIONAL RELATIONSHIP.

1.8 COACHES SHOULD AVOID TALKING ABOUT INDIVIDUALS IN SOCIAL SETTINGS.

1.9 THERE MAY BE CIRCUMSTANCES WHERE IT WOULD BE APPROPRIATE FOR COLLEAGUES TO DISCUSS DIFFICULT SITUATIONS WITH EACH OTHER TO GAIN A WIDER PERSPECTIVE ON HOW TO APPROACH A PROBLEM.

1.10 IF COACHES RECEIVE INFORMATION FROM INDIVIDUALS OUTSIDE OF TEK REGARDING THE CONDUCT OF A COLLEAGUE OR GROUP, THEN THIS SHOULD BE DEALT WITH SENSITIVELY. THE APPROPRIATE COLLEAGUE SHOULD TELL THE INDIVIDUAL ABOUT THE COMPLAINT PROCEDURE AND ADVISE THEM ACCORDINGLY.

2. WHY INFORMATION IS HELD

2.1 MOST INFORMATION HELD BY TEK RELATES TO STUDENTS, PT CLIENTS AND COACHES.

2.2 INFORMATION IS KEPT TO ENABLE TEK TO UNDERSTAND THE NEEDS OF INDIVIDUALS OR SERVICE USERS IN ORDER TO DELIVER THE MOST APPROPRIATE SERVICES.

2.3 INFORMATION ABOUT STUDENTS AND CLIENTS MAY BE KEPT FOR THE PURPOSES OF MONITORING OUR EQUAL OPPORTUNITIES POLICY AND ALSO FOR REPORTING BACK.

3. DATA PROTECTION ACT

3.1 THE 1998 DATA PROTECTION ACT CAME INTO FORCE ON 1 MARCH 2000. THE PURPOSE OF THE ACT IS TO PROTECT THE RIGHTS OF INDIVIDUALS ABOUT WHOM DATA (INFORMATION) IS OBTAINED, STORED, PROCESSED AND DISCLOSED.

3.2 WHAT IS DATA PROTECTION?

3.2.1 DATA PROTECTION IS ESSENTIALLY THAT AREA OF THE LAW THAT GOVERNS WHAT MAY, AND WHAT MAY NOT, BE DONE WITH PERSONAL INFORMATION. SUCH PERSONAL INFORMATION MAY BE IN ELECTRONIC OR MANUAL FORM.

3.3 THE EIGHT DATA PROTECTION PRINCIPLES

3.3.1 THERE ARE EIGHT PRINCIPLES OF DATA PROCESSING WITH WHICH THE DATA CONTROLLER MUST ENSURE COMPLIANCE. IN THIS INSTANCE TEK IS THE 'DATA CONTROLLER'.

3.3.2 PERSONAL DATA SHALL BE:

PRINCIPLE 1: PROCESSED FAIRLY AND LAWFULLY

PRINCIPLE 2: OBTAINED ONLY FOR THE PURPOSE STATED

PRINCIPLE 3: ADEQUATE, RELEVANT AND NOT EXCESSIVE

PRINCIPLE 4: ACCURATE AND, WHERE NECESSARY, KEPT UP-TO-DATE

PRINCIPLE 5: NOT KEPT FOR LONGER THAN IS NECESSARY FOR THAT PURPOSE

PRINCIPLE 6: PROCESSED IN ACCORDANCE WITH THE RIGHTS OF DATA SUBJECTS UNDER THE ACT

PRINCIPLE 7: APPROPRIATE TECHNICAL AND ORGANISATIONAL MEASURES SHALL BE TAKEN AGAINST UNAUTHORISED PROCESSING OF PERSONAL DATA AND AGAINST ACCIDENTAL LOSS OR DESTRUCTION OF, OR DAMAGE TO PERSONAL DATA

PRINCIPLE 8: NOT TRANSFERRED TO COUNTRIES WITHOUT ADEQUATE PROTECTION

4. STORING INFORMATION

4.1 THE MAJORITY OF PERSONAL INFORMATION STORED ON STUDENTS OR CLIENTS WILL BE KEPT ON TEK PROPERTY LOCKED IN CABINETS.

5. DUTY TO DISCLOSE INFORMATION

5.1. TEK HAS A LEGAL DUTY TO DISCLOSE SOME INFORMATION INCLUDING:

5.1.1. CHILD ABUSE

5.1.2. DRUG TRAFFICKING, MONEY LAUNDERING, ACTS OF TERRORISM OR TREASON AND OTHER CRIMINAL ACTIVITIES.

5.2. NOTE: IF THE INFORMATION RELATES TO AN ADULT SAFEGUARDING ISSUE THEN THERE IS NO DUTY TO DISCLOSE UNLESS THE CONSENT OF THE PERSON AT RISK HAS BEEN OBTAINED EXCEPT WHERE:

5.2.1. THE PERSON AT RISK LACKS THE MENTAL CAPACITY TO MAKE A DECISION, AND A RISK ASSESSMENT INDICATES THAT REFERRAL WOULD BE IN THEIR BEST INTERESTS.

5.2.2. OTHERS MAY BE AT RISK.

5.2.3. A CRIME HAS BEEN COMMITTED.

USE OF DISCLAIMERS

WHEREVER PRACTICAL, INCLUDE A PROMINENT DISCLAIMER STATING WHO YOU WORK FOR OR ARE AFFILIATED WITH (E.G. MEMBER OF TEK KICKBOXING) AND THAT ANYTHING YOU PUBLISH IS YOUR PERSONAL OPINION AND THAT YOU ARE NOT SPEAKING OFFICIALLY. THIS IS GOOD PRACTICE AND IS ENCOURAGED, BUT DON'T COUNT ON IT TO AVOID TROUBLE -- IT MAY NOT HAVE LEGAL EFFECT.

REASONABLE USE

IF YOU ARE A REPRESENTATIVE OF TEK KICKBOXING, YOU MUST ENSURE THAT YOUR PERSONAL USE OF SOCIAL MEDIA DOES NOT INTERFERE WITH YOUR WORK COMMITMENTS OR PRODUCTIVITY.

RESPECT CONFIDENTIALITY AND SENSITIVITY

WHEN USING SOCIAL MEDIA, YOU MUST MAINTAIN THE PRIVACY OF TEK KICKBOXING CONFIDENTIAL INFORMATION. THIS INCLUDES INFORMATION THAT IS NOT PUBLICLY ACCESSIBLE, WIDELY KNOWN, OR NOT EXPECTED TO BE SHARED OUTSIDE OF TEK KICKBOXING.

REMEMBER, IF YOU ARE ONLINE, YOU ARE ON THE RECORD—MUCH OF THE CONTENT POSTED ONLINE IS PUBLIC AND SEARCHABLE.

WITHIN THE SCOPE OF YOUR AUTHORISATION BY TEK KICKBOXING, IT IS PERFECTLY ACCEPTABLE TO TALK ABOUT TEK KICKBOXING AND HAVE A DIALOGUE WITH THE COMMUNITY, BUT IT IS NOT OKAY TO PUBLISH CONFIDENTIAL INFORMATION OF TEK KICKBOXING. CONFIDENTIAL INFORMATION INCLUDES THINGS SUCH AS DETAILS ABOUT LITIGATION, UNRELEASED PRODUCT INFORMATION AND UNPUBLISHED DETAILS ABOUT OUR COACHING PRACTICES, FINANCIAL INFORMATION AND STUDENT INFORMATION.

WHEN USING SOCIAL MEDIA YOU SHOULD BE CONSIDERATE TO OTHERS AND SHOULD NOT POST INFORMATION WHEN YOU HAVE BEEN ASKED NOT TO, OR WHERE CONSENT HAS NOT BEEN SOUGHT AND GIVEN. YOU MUST ALSO REMOVE INFORMATION ABOUT ANOTHER PERSON IF THAT PERSON ASKS YOU TO DO SO.

PERMISSION

PERMISSION SHOULD ALWAYS BE SOUGHT IF THE USE OR PUBLICATION OF INFORMATION IS NOT INCIDENTAL, BUT DIRECTLY RELATED TO AN INDIVIDUAL. THIS IS PARTICULARLY RELEVANT TO PUBLISHING ANY INFORMATION REGARDING MINORS. IN SUCH CIRCUMSTANCES, PARENTAL OR GUARDIAN CONSENT IS MANDATORY.

COMPLYING WITH APPLICABLE LAWS

DO NOT POST OR LINK TO CONTENT THAT CONTAINS ILLEGAL OR INDECENT CONTENT, INCLUDING DEFAMATORY, VILIFYING OR MISLEADING AND DECEPTIVE CONTENT.

ABIDING BY COPYRIGHT LAWS

IT IS CRITICAL THAT YOU COMPLY WITH THE LAWS GOVERNING COPYRIGHT IN RELATION TO MATERIAL OWNED BY OTHERS AND TEK KICKBOXING'S OWN COPYRIGHTS AND BRANDS. YOU SHOULD NEVER QUOTE OR USE MORE THAN SHORT EXCERPTS OF SOMEONE ELSE'S WORK, AND YOU SHOULD ALWAYS ATTRIBUTE SUCH WORK TO THE ORIGINAL AUTHOR/SOURCE. IT IS GOOD PRACTICE TO LINK TO OTHERS' WORK RATHER THAN REPRODUCE IT.

DISCRIMINATION, SEXUAL HARASSMENT AND BULLYING

THE PUBLIC IN GENERAL, AND TEK KICKBOXING'S EMPLOYEES AND MEMBERS, REFLECT A DIVERSE SET OF CUSTOMS, VALUES AND POINTS OF VIEW.

YOU MUST NOT POST ANY MATERIAL THAT IS OFFENSIVE, HARASSING, DISCRIMINATORY, EMBARRASSING, INTIMIDATING, SEXUALLY EXPLICIT, BULLYING, HATEFUL, RACIST, SEXIST OR OTHERWISE INAPPROPRIATE.

WHEN USING SOCIAL MEDIA YOU MAY ALSO BE BOUND BY TEK KICKBOXING'S VALUES AND ANTIDISCRIMINATION, HARASSMENT AND BULLYING POLICY.

AVOIDING CONTROVERSIAL ISSUES

WITHIN THE SCOPE OF YOUR AUTHORISATION BY TEK KICKBOXING, IF YOU SEE MISREPRESENTATIONS MADE ABOUT TEK KICKBOXING IN THE MEDIA, YOU MAY POINT THAT OUT TO THE RELEVANT AUTHORITY IN TEK KICKBOXING. ALWAYS DO SO WITH RESPECT AND WITH THE FACTS. IF YOU SPEAK ABOUT OTHERS, MAKE SURE WHAT YOU SAY IS BASED ON FACT AND DOES NOT DISCREDIT OR BELITTLE THAT PARTY.

DEALING WITH MISTAKES

IF TEK KICKBOXING MAKES AN ERROR WHILE POSTING ON SOCIAL MEDIA, TEK WILL BE UP FRONT ABOUT THE MISTAKE AND ADDRESS IT QUICKLY. IF TEK CHOOSE TO MODIFY AN EARLIER POST, TEK WILL MAKE IT CLEAR THAT IT HAS DONE SO. IF SOMEONE ACCUSES TEK KICKBOXING OF POSTING SOMETHING IMPROPER (SUCH AS THEIR COPYRIGHTED MATERIAL OR A DEFAMATORY COMMENT ABOUT THEM), TEK WILL ADDRESS IT PROMPTLY AND APPROPRIATELY AND IF NECESSARY, SEEK LEGAL ADVICE.

CONSCIENTIOUS BEHAVIOUR AND AWARENESS OF THE CONSEQUENCES

KEEP IN MIND THAT WHAT YOU WRITE IS YOUR RESPONSIBILITY, AND FAILURE TO ABIDE BY THESE GUIDELINES COULD PUT TEK KICKBOXING AT RISK. YOU SHOULD ALWAYS FOLLOW THE TERMS AND CONDITIONS FOR ANY THIRD-PARTY SITES IN WHICH YOU PARTICIPATE.

BRANDING AND INTELLECTUAL PROPERTY OF TEK KICKBOXING

YOU MUST NOT USE ANY OF TEK'S INTELLECTUAL PROPERTY OR IMAGERY ON YOUR PERSONAL SOCIAL MEDIA WITHOUT PRIOR APPROVAL FROM THE TEK KICKBOXING MANAGEMENT TEAM.

TEK'S INTELLECTUAL PROPERTY INCLUDES BUT IS NOT LIMITED TO:

- TRADEMARKS
- LOGOS
- SLOGANS
- IMAGERY WHICH HAS BEEN POSTED ON TEK KICKBOXING'S AND TEAM BLUE BLOOD'S OFFICIAL SOCIAL MEDIA SITES OR WEBSITE.

YOU MUST NOT CREATE EITHER AN OFFICIAL OR UNOFFICIAL TEK KICKBOXING PRESENCE USING THE ORGANISATION'S TRADEMARKS OR NAME WITHOUT PRIOR APPROVAL FROM TEK KICKBOXING.

YOU MUST NOT IMPLY THAT YOU ARE AUTHORISED TO SPEAK ON BEHALF OF TEK KICKBOXING UNLESS YOU HAVE BEEN GIVEN OFFICIAL AUTHORISATION TO DO SO BY THE TEK KICKBOXING MANAGEMENT TEAM.

WHERE PERMISSION HAS BEEN GRANTED TO CREATE OR ADMINISTER AN OFFICIAL SOCIAL MEDIA PRESENCE FOR TEK KICKBOXING, YOU MUST ADHERE TO THE TEK KICKBOXING BRANDING GUIDELINES.

POLICY BREACHES

BREACHES OF THIS POLICY INCLUDE BUT ARE NOT LIMITED TO:

- USING TEK'S NAME, MOTTO, CREST AND/OR LOGO IN A WAY THAT WOULD RESULT IN A NEGATIVE IMPACT FOR THE ORGANISATION, CLUBS AND/OR ITS MEMBERS.
- POSTING OR SHARING ANY CONTENT THAT IS ABUSIVE, HARASSING, THREATENING, DEMEANING, DEFAMATORY OR LIBELLOUS.
- POSTING OR SHARING ANY CONTENT THAT INCLUDES INSULTING, OBSCENE, OFFENSIVE, PROVOCATIVE OR HATEFUL LANGUAGE.
- POSTING OR SHARING ANY CONTENT, WHICH IF SAID IN PERSON DURING THE PLAYING OF THE GAME WOULD RESULT IN A BREACH OF THE RULES OF THE GAME.
- POSTING OR SHARING ANY CONTENT IN BREACH OF TEK'S ANTIDISCRIMINATION, RACIAL DISCRIMINATION, SEXUAL HARASSMENT OR OTHER SIMILAR POLICY.
- POSTING OR SHARING ANY CONTENT THAT IS A BREACH OF ANY STATE OR COMMONWEALTH LAW.
- POSTING OR SHARING ANY MATERIAL TO OUR SOCIAL MEDIA CHANNELS THAT INFRINGES THE INTELLECTUAL PROPERTY RIGHTS OF OTHERS.
- POSTING OR SHARING MATERIAL THAT BRINGS, OR RISKS BRINGING TEK KICKBOXING, ITS AFFILIATES, ITS SPORT, ITS OFFICIALS, MEMBERS OR SPONSORS INTO DISREPUTE. IN THIS CONTEXT, BRINGING A PERSON OR ORGANISATION INTO DISREPUTE IS TO LOWER THE REPUTATION OF THAT PERSON OR ORGANISATION IN THE EYES OF THE ORDINARY MEMBERS OF THE PUBLIC.

REPORTING A BREACH

IF YOU NOTICE INAPPROPRIATE OR UNLAWFUL CONTENT ONLINE RELATING TO TEK KICKBOXING OR ANY OF ITS MEMBERS, OR CONTENT THAT MAY OTHERWISE HAVE BEEN PUBLISHED IN BREACH OF THIS POLICY, YOU SHOULD REPORT THE CIRCUMSTANCES IMMEDIATELY.

THIS SHOULD BE REPORTED IN ANY OF THE FOLLOWING WAYS:

- IN PERSON TO A MEMBER OF THE TEK KICKBOXING MANAGEMENT TEAM
- VIA EMAIL TO INFO@TEAMELITEKICKBOXING.ORG
- VIA PHONE TO 07752788055

FURTHER INFORMATION ABOUT REPORTING BREACHES

- FOR A COMPLAINT ABOUT THE MISUSE OF SOCIAL MEDIA RELATING TO A MATCH OR COMPETITION THAT OCCURS EITHER PRIOR TO, DURING, OR AFTER A GAME.
- FOR A COMPLAINT ABOUT THE MISUSE OF SOCIAL MEDIA THAT IS GENERAL IN NATURE AND/OR ONGOING AND DOES NOT APPLY TO A PARTICULAR GAME.

INVESTIGATION

ALLEGED BREACHES OF THIS SOCIAL MEDIA POLICY MAY BE INVESTIGATED ACCORDING TO TEK KICKBOXING'S TERMS & CONDITIONS

WHERE IT IS CONSIDERED NECESSARY, TEK KICKBOXING MAY REPORT A BREACH OF THIS SOCIAL MEDIA POLICY TO POLICE.

DISCIPLINARY PROCESS, CONSEQUENCES AND APPEALS

DEPENDING ON THE CIRCUMSTANCES BREACHES OF THIS POLICY MAY BE DEALT WITH IN ACCORDANCE WITH THE DISCIPLINARY PROCEDURE CONTAINED IN THE TEK KICKBOXING DISCIPLINARY PROCEDURE.

EMPLOYEES OF TEK KICKBOXING WHO BREACH THIS POLICY MAY FACE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT IN ACCORDANCE WITH TEK KICKBOXING'S EMPLOYMENT POLICY.

APPEALS

ANY PERSON WHO IS SANCTIONED UNDER A DISCIPLINARY PROCESS FOR BREACH OF THIS POLICY MAY HAVE A RIGHT OF APPEAL.