

# TEK VOLUNTEERS PRIVACY NOTICE

**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](mailto:INFO@TEAMELITEKICKBOXING.ORG) AND TELEPHONE NUMBER IS +44 (0) 7766836153.**

THIS PRIVACY NOTICE HAS BEEN WRITTEN TO INFORM VOLUNTEERS (BOTH EXPERT SPORT VOLUNTEERS AND EVENTS/TRAINING VOLUNTEERS) WORKING WITH BRITISH TAEKWONDO ABOUT WHAT WE DO WITH YOUR PERSONAL INFORMATION.

## WHO ARE WE?

TEAM ELITE KICKBOXING LIMITED (TEK KICKBOXING) IS A 'DATA CONTROLLER' AS DEFINED BY ARTICLE 4 (7) OF THE UK GDPR. THIS MEANS THAT WE DETERMINE THE PURPOSES FOR WHICH, AND THE MANNER IN WHICH, YOUR PERSONAL DATA IS PROCESSED. WE HAVE A RESPONSIBILITY TO YOU AND YOUR PERSONAL DATA AND WILL ONLY COLLECT AND USE THIS IN WAYS WHICH ARE COMPLIANT WITH DATA PROTECTION LEGISLATION.

TEK KICKBOXING HAS APPOINTED THEIR COMPLIANCE AND SAFEGUARDING MANAGER TO BE ITS DATA PROTECTION OFFICER (DPO). THE ROLE OF THE DPO IS TO ENSURE THAT TEK KICKBOXING IS COMPLIANT WITH THE UK GDPR AND TO OVERSEE DATA PROTECTION PROCEDURES.

THE DATA PROTECTION OFFICER'S CONTACT DETAILS ARE:

ADDRESS:  
TEK KICKBOXING ACADEMY  
71 STATION ROAD  
BEESTON  
NOTTINGHAM  
ENGLAND  
NG9 2AW

EMAIL: [INFO@TEAMELITEKICKBOXING.ORG](mailto:INFO@TEAMELITEKICKBOXING.ORG)

## WHAT INFORMATION DO WE COLLECT AND WHY DO WE REQUIRE IT? INFORMATION DO WE COLLECT?

AS PART OF YOUR VOLUNTEER ROLE TEK KICKBOXING MAY NEED TO ASSESS YOUR SUITABILITY FOR THE ROLE. THIS MEANS THAT WE NEED TO COLLECT INFORMATION ABOUT YOU IN ORDER TO FACILITATE THIS. THE PERSONAL DATA WE COLLECT ABOUT YOU INCLUDES:

- PERSONAL IDENTIFIERS (YOUR NAME, ADDRESS, CONTACT DETAILS)
- PERSONAL INFORMATION RELATING TO YOUR PARTICULAR ROLE (I.E. IF YOU ARE A PARENT GOVERNOR ETC)
- INFORMATION RELATING TO THE HISTORY OF YOUR APPOINTMENT
- REGISTER OF BUSINESS INTERESTS • RACE AND/OR ETHNICITY MAY BE COLLECTED FOR EQUALITY MONITORING PURPOSES
- DBS CERTIFICATE (EXPERT SPORT VOLUNTEER)

## WHAT IS OUR LAWFUL BASIS FOR PROCESSING YOUR PERSONAL DATA?

TEK KICKBOXING PROCESSES YOUR PERSONAL DATA AND SPECIAL CATEGORY DATA BASED ON ITS LEGAL RESPONSIBILITIES TO:

- SAFEGUARD IT'S MEMBERS IT HAS RESPONSIBILITY FOR,
- MAINTAIN ADEQUATE HEALTH AND SAFETY STANDARDS,
- MONITOR EQUALITY AND DIVERSITY.

TEK KICKBOXING RELIES ON ARTICLE 6 (1)(B) (B) PROCESSING IS NECESSARY FOR THE PERFORMANCE OF A CONTRACT TO WHICH THE DATA SUBJECT IS PARTY OR IN ORDER TO TAKE STEPS AT THE REQUEST OF THE DATA SUBJECT PRIOR TO ENTERING INTO A CONTRACT - IN THIS CASE IT IS PART OF THE VOLUNTEER AGREEMENT, AND ARTICLE 9(2)(A) (EXPLICIT CONSENT) OF THE UK GDPR TO PROCESS YOUR PERSONAL AND SPECIAL CATEGORY DATA.

IN RELATION TO DBS CHECKS WE PROCESS IN ACCORDANCE WITH UK GDPR ARTICLE 10 AND THE DATA PROTECTION ACT 2018 SECTION 10 (4) AND (5), SCHEDULE 1 PART 2 PARAGRAPH 18 SAFEGUARDING OF CHILDREN AND INDIVIDUALS AT RISK AND SCHEDULE 1 PART 2 PARAGRAPH 10 PREVENTING OR DETECTING UNLAWFUL ACTS.

## **WHO DO WE OBTAIN YOUR INFORMATION FROM?**

MUCH OF THE INFORMATION WE PROCESS WILL BE OBTAINED DIRECTLY FROM YOUR APPLICATION FORM. HOWEVER, WE MAY NEED TO COLLECT DATA ABOUT YOU FROM, BUT NOT NECESSARILY LIMITED TO, THE FOLLOWING ORGANISATIONS: • THE DISCLOSURE AND BARRING SERVICE.

## **WHO DO WE SHARE YOUR PERSONAL DATA WITH?**

YOUR INFORMATION WILL ONLY BE MADE AVAILABLE TO THOSE WHO NEED IT TO DO THEIR JOB IN RELATION TO YOUR ROLE AS A VOLUNTEER. THIS INCLUDES THE RELEVANT ADMINISTRATIVE STAFF.

WE WILL SHARE YOUR INFORMATION WITH THE FOLLOWING ORGANISATIONS:

- DISCLOSURE AND BARRING SERVICE TO CONDUCT CRIMINAL RECORD CHECKS, IF APPLICABLE
- YOUR CONTACT DETAILS WILL BE MADE AVAILABLE ON THE TEK KICKBOXING WEBSITE FOR MEMBERS, IF APPROPRIATE.

## **HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?**

TEK KICKBOXING WILL KEEP YOUR DATA FOR AS LONG AS YOU ARE A VOLUNTEER PLUS 6 YEARS.

## **WHAT RIGHTS DO YOU HAVE OVER YOUR DATA?**

UNDER UK GDPR, INDIVIDUALS HAVE THE FOLLOWING RIGHTS IN RELATION TO THE PROCESSING OF THEIR PERSONAL DATA

- TO BE INFORMED ABOUT HOW WE PROCESS YOUR PERSONAL DATA. THIS NOTICE FULFILS THIS OBLIGATION
- TO REQUEST ACCESS TO YOUR PERSONAL DATA THAT WE HOLD, AND BE PROVIDED WITH A COPY OF IT
- TO REQUEST THAT YOUR PERSONAL DATA IS AMENDED IF INACCURATE OR INCOMPLETE
- TO REQUEST THAT YOUR PERSONAL DATA IS ERASED WHERE THERE IS NO COMPELLING REASON FOR ITS CONTINUED PROCESSING
- TO REQUEST THAT THE PROCESSING OF YOUR PERSONAL DATA IS RESTRICTED
- TO OBJECT TO YOUR PERSONAL DATA BEING PROCESSED

IF YOU HAVE ANY CONCERNS ABOUT THE WAY WE HAVE HANDLED YOUR PERSONAL DATA OR WOULD LIKE ANY FURTHER INFORMATION, THEN PLEASE CONTACT OUR DPO ON THE ADDRESS PROVIDED ABOVE.

IF WE CANNOT RESOLVE YOUR CONCERNS YOU MAY ALSO COMPLAIN TO THE INFORMATION COMMISSIONER'S OFFICE (THE DATA PROTECTION REGULATOR) ABOUT THE WAY IN WHICH THE BRITISH TAEKWONDO HAS HANDLED YOUR PERSONAL DATA. YOU CAN DO SO BY CONTACTING:

FIRST CONTACT TEAM  
INFORMATION COMMISSIONER'S OFFICE  
WYCLIFFE HOUSE  
WATER LANE  
WILMSLOW CHESHIRE  
SK9 5AF

CASEWORK@ICO.ORG.UK // 0303 123 1113

## WHAT RIGHTS DO YOU HAVE OVER YOUR DATA?

UNDER THE UK GDPR DATA SUBJECTS HAVE THE FOLLOWING RIGHTS IN RELATION TO THE PROCESSING OF THEIR PERSONAL DATA:

- TO BE INFORMED ABOUT HOW WE PROCESS YOUR PERSONAL DATA. THIS NOTICE FULFILS THIS OBLIGATION
- TO REQUEST ACCESS TO YOUR PERSONAL DATA THAT WE HOLD, AND BE PROVIDED WITH A COPY OF IT
- TO REQUEST THAT YOUR PERSONAL DATA IS AMENDED IF INACCURATE OR INCOMPLETE
- TO REQUEST THAT YOUR PERSONAL DATA IS ERASED WHERE THERE IS NO COMPELLING REASON FOR ITS CONTINUED PROCESSING
- TO REQUEST THAT THE PROCESSING OF YOUR PERSONAL DATA IS RESTRICTED
- TO OBJECT TO YOUR PERSONAL DATA BEING PROCESSED

IF YOU HAVE ANY CONCERNS ABOUT THE WAY WE HAVE HANDLED YOUR PERSONAL DATA, WOULD LIKE TO EXERCISE ANY OF THE ABOVE RIGHTS OR WOULD LIKE ANY FURTHER INFORMATION, THEN PLEASE CONTACT OUR DPO ON THE ADDRESS PROVIDED ABOVE.

IF WE CANNOT RESOLVE YOUR CONCERNS YOU MAY ALSO COMPLAIN TO THE INFORMATION COMMISSIONER'S OFFICE (THE DATA PROTECTION REGULATOR) ABOUT THE WAY IN WHICH TEK KICKBOXING HAS HANDLED YOUR PERSONAL DATA. YOU CAN DO SO BY CONTACTING:

FIRST CONTACT TEAM  
INFORMATION COMMISSIONER'S OFFICE  
WYCLIFFE HOUSE  
WATER LANE  
WILMSLOW CHESHIRE  
SK9 5AF

CASEWORK@ICO.ORG.UK // 0303 123 1113

### ***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](mailto: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.