



Taekwondo Council UK Privacy Notice (Members, Instructors & Participants)

Effective Date: 9 October 2025

Contact:

Adrian Sweeney – Data Protection Lead

 adriansweeney@tkdngb.co.uk

 www.tkdngb.co.uk

1. Who We Are

The **Taekwondo Council UK (TCUK)** is a **voluntary, non-profit national governing body** for Taekwondo in the United Kingdom. We support affiliated instructors, clubs, and members through licensing, grading, events, and standards oversight. TCUK is a **data controller** under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. What Personal Data We Collect

We collect and process the following types of personal data when you join, register, or participate in TCUK activities:

- Full name, date of birth, gender, and contact details (address, phone, email)
 - Membership and grading history
 - Instructor qualifications and insurance details
 - Club affiliation and licence information
 - Event participation records
 - Health or medical details (for safety or injury reporting)
 - Safeguarding information (where applicable)
 - Payment or insurance reference data (limited)
 - Photographs or video (with consent)
-

3. How We Collect Your Data

Your data may be collected directly from:

- Membership or instructor registration forms

- Event entry or grading applications
- Email or phone communications
- Club or instructor submissions (affiliated to TCUK)
- Disciplinary or safeguarding processes (where required by law)

We may also receive limited information from insurers, event organisers, or national partners where relevant to your membership or participation.

4. Why We Use Your Data

We process your personal data to:

- Manage membership, instructor registration, and licensing
 - Administer gradings, courses, and events
 - Maintain insurance and compliance records
 - Promote safe practice, safeguarding, and welfare
 - Communicate with members and instructors about TCUK activities
 - Maintain national records and statistics to support Taekwondo development
 - Comply with legal and regulatory requirements
-

5. Our Lawful Bases for Processing

Under **Article 6 of the UK GDPR**, our lawful bases are:

- **Contract:** To manage your membership, licence, or participation.
- **Legal Obligation:** To meet insurance, safeguarding, and financial record-keeping requirements.
- **Consent:** For optional activities such as photographs, marketing emails, or promotional listings.
- **Legitimate Interests:** To manage the organisation effectively, promote the sport, and ensure proper governance.
- **Vital Interests:** Where necessary to protect your life or safety (e.g., medical emergencies).

For **special category data** (e.g., health or safeguarding), we rely on:

- **Explicit Consent**, or
 - **Substantial Public Interest** (safeguarding, equality monitoring, or legal obligations).
-

6. Sharing Your Personal Data

We only share data when necessary and lawful, for example with:

- Insurance providers and underwriters
- Event and venue organisers

- DBS or safeguarding authorities (where appropriate)
- Law enforcement or statutory bodies (where legally required)
- IT and database providers acting as data processors under written contracts

We **never sell or trade** personal data.

7. International Transfers

TCUK normally stores and processes data in the UK.

If data is transferred outside the UK or EEA, we will ensure it is protected using recognised safeguards such as **adequacy decisions** or **Standard Contractual Clauses**.

8. Data Retention

We keep personal data only as long as necessary for the purposes listed above and in line with our **Data Retention Schedule**.

Typical examples:

- Member/instructor data – up to 6 years after membership ends
- Safeguarding records – until age 25 or 7 years after case closure
- Financial records – 7 years (statutory)

When data is no longer needed, it will be securely deleted or anonymised.

9. Your Data Protection Rights

You have the following rights under the UK GDPR:

- **Access** – to request a copy of your data
- **Rectification** – to correct inaccurate data
- **Erasure** – to request deletion (“right to be forgotten”)
- **Restriction** – to limit how we use your data
- **Portability** – to receive data in a transferable format
- **Objection** – to certain processing (including marketing)
- **Withdraw consent** – where processing is based on consent

Requests can be made in writing or by email to:

 adriansweeney@tkdngb.co.uk

We will acknowledge requests within 10 working days and respond within one month, unless the request is complex.

10. Protecting Your Data

We take data security seriously.

TCUK uses appropriate organisational and technical measures, including:

- Secure systems with password and access controls
 - Encryption of sensitive information
 - Role-based access for authorised personnel only
 - Staff and volunteer data protection training
 - Regular review of systems and procedures
-

11. Photography and Media

We may take photos or video at events to promote Taekwondo. Images will only be used where consent has been given (or parent/guardian consent for minors). You can withdraw consent at any time by contacting the Data Protection Lead.

12. Changes to This Notice

We may update this Privacy Notice to reflect legal or operational changes. The current version will always be available on our website at www.tkdngb.co.uk.

13. Contact and Complaints

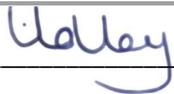
For any questions, requests, or complaints about data protection, please contact:

Adrian Sweeney
Senior Independent Director (Marketing & Technology)
Data Protection Lead
 adriansweeney@tkdngb.co.uk

If you are not satisfied with our response, you can contact:

Information Commissioner's Office (ICO)
www.ico.org.uk | Tel: 0303 123 1113

Approved by: _____



Position: Acting Chair, Taekwondo Council UK

Date: 9 October 2025