



Takemusu Aikido Society

General Data Protection Regulation (GDPR) Policy

1. Introduction Takemusu Aikido Society (TAS) is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, store, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and relevant Irish data protection laws.

2. Data Controller TAS acts as the data controller for the personal data collected in relation to its activities. Any queries regarding data protection should be directed to info@aiki.ie.

3. Personal Data We Collect We collect and process the following types of personal data:

- **Members and Participants:** Name, contact details (email, phone number, address), emergency contact information, and relevant health information (if voluntarily provided for safety purposes).
- **Instructors and Volunteers:** Name, contact details, qualifications, and relevant background checks if required.
- **Website Visitors:** IP addresses, cookies, and analytics data (as outlined in our website cookie policy).
- **Event Participants:** Name, contact details, and photographs/video recordings where consent has been obtained.

4. Purpose of Data Processing We collect personal data to:

- Manage membership records and class participation.
- Contact members regarding training sessions, events, or emergencies.
- Ensure the safety and well-being of participants during classes.
- Promote the club through photographs/videos (with explicit consent).
- Process payments for membership fees or events.
- Maintain records required for legal or regulatory compliance.

5. Lawful Basis for Processing We process personal data under the following legal bases:

- **Contractual necessity:** To manage memberships and provide services.
- **Legitimate interest:** For club administration, event organisation, and safety.
- **Legal obligation:** For regulatory compliance.
- **Consent:** For marketing, photography, and certain health information.

6. Data Storage and Security We take appropriate security measures to protect personal data from unauthorised access, loss, or disclosure. Data is stored securely on password-protected systems, and paper records (if any) are kept in locked storage. Access to data is restricted to authorised personnel only.

7. Data Retention Personal data is retained only as long as necessary for the purposes outlined above. When no longer required, data will be securely deleted or anonymised.

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8. Sharing of Data Personal data is not shared with third parties except where necessary for club administration or required by law. We do not sell or trade personal data. Any third parties with access to personal data are required to adhere to strict confidentiality agreements.

9. Data Protection Risks TAS recognises potential risks associated with data processing, including:

- **Breach of confidentiality:** Personal data being accessed by unauthorised individuals.
- **Reputational damage:** Mismanagement of data leading to loss of trust.
- **Data loss or theft:** Ensuring data is securely stored and backed up to prevent loss.

To mitigate these risks, we enforce strict security policies, staff training, and access controls.

10. Rights of Data Subjects Individuals have the following rights under GDPR:

- The right to access their personal data.
- The right to request correction or deletion of their data.
- The right to restrict processing or object to certain uses.
- The right to data portability.
- The right to withdraw consent where processing is based on consent.
- The right to lodge a complaint with the Data Protection Commission (www.dataprotection.ie).

11. Subject Access Requests Individuals can request access to their personal data by contacting info@aiki.ie. Requests will be processed within 30 days. We may ask for identification to ensure data security before releasing any information.

12. Roles and Responsibilities

- **Club Administrators:** Handle membership records and communications securely.
- **Instructors and Volunteers:** Ensure data protection principles are upheld in their interactions with members.

13. Security Measures To ensure personal data is protected, TAS implements:

- Secure storage of electronic and physical data.
- Restricted access to sensitive information.
- Regular data protection training for staff and volunteers.
- Secure disposal of outdated records in compliance with retention policies.

14. Retention and Disposal of Data Data is retained only for the necessary period required by law or club administration. Outdated records are securely shredded or electronically wiped in compliance with GDPR regulations.

15. Data Transfers We do not transfer personal data outside the EEA. If required in the future, we will ensure appropriate safeguards are in place.

16. Contact Information For any questions about this policy or to exercise your data rights, please contact: Email: info@aiki.ie

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17. Policy Review This policy is reviewed annually or as required to remain compliant with legal and regulatory changes.

Date of Policy Implementation: 06 June 2023

Date of Current Revision of Policy: 19 February 2025

Next Review Date: 19 February 2026