

## **ACMAC MARTIAL ARTS SCHOOLS**

HQ ADDRESS: 4 SANDFORD ROAD, BALBY, DONCASTER, DN4 8PL SCHOOL LOCATIONS: BALBY, ROSSINGTON, STAINFORTH & BENTLEY

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## **ACMAC GDPR STATEMENT & POLICY**

The General Data Protection Regulation (GDPR) replaces the Data Protection Act from 25<sup>th</sup> May 2018

ACMAC Martial Arts Schools collect data in the following ways

1/ Initial Membership Forms & Yearly Licence Forms

We keep this information which has been given to us by our members and parents if under 16 for as long as the student remains a member of ACMAC Martial Arts, once the person no longer is a member then the data is deleted within 3 years. We may have to pass on details to our Insurance Companies but its highly unlikely.

2/ Grading Forms are shredded the week after Gradings

3/ Anyone who enters a Tournaments or Event where the details are stored on an ACMAC Computer will know in the period of 36 months from the event that their personal information will be deleted and will only be shared with Tournament organisers.

4/ Anyone who is named on our website or social media account can request to have their name taken down which we will do within 14 days of the request, other wise they will remain online.

5/ Standing orders are controlled by the member so we do not have any data to share

## **Employees**

Any Staff Members financial details will only be kept on record for as long as they are employed.

## Other

Each School has a Data controller which is the School's Manager and it is their responsibility is to safely store all members data.

All information our Students give us will be used only for the purpose that it is meant for and the student surrendering that information understands that it may be passed to the required person or organisation. What they do with it after is their responsibility.

We do not share with any other third party companies