

Mushin Martial Arts

General Data Protection Regulation Policy



Privacy Policy

Contents

- 1. Definitions and Interpretation 3
- 2. Lawful Basis and Purpose of Processing 3
- 3. Information We Collect..... 4
- 4. Your Legal Rights..... 4
- 5. Data Retention 4
- 6. Data Security 5
- 7. Links to Other Websites 5
- 8. Changes to This Policy 5
- 9. Contact Us 5

Privacy Policy

This Privacy Policy sets out how Mushin Martial Arts (“we”, “us” or “our”) collects, uses, retains and protects personal data of students and individuals (“you” or “your”) in accordance with UK data protection law. This Policy applies to all personal data we hold, whether provided by you directly or obtained through our website at <http://mushin.club> and its subdomains.

1. Definitions and Interpretation

In this Policy, the following definitions apply:

- **Data**
Any information relating to an identified or identifiable natural person, as defined in the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).
- **UK GDPR**
The UK General Data Protection Regulation (EU) 2016/679 as it forms part of UK law by virtue of the European Union (Withdrawal) Act 2018.
- **DPA 2018**
The Data Protection Act 2018, which supplements and tailors the UK GDPR for the UK context.
- **Data Controller**
The natural or legal person who determines the purposes and means of processing personal data. For the purposes of this Policy, Mushin Martial Arts is the Data Controller.
- **Website**
<http://mushin.club> and any subdomain unless excluded by separate terms.

Unless the context requires otherwise, references to the singular include the plural and vice versa; “including” means “including without limitation”; headings do not affect interpretation.

2. Lawful Basis and Purpose of Processing

We process personal data only when we have a lawful basis to do so, which may include:

- Performance of a contract with you (e.g., course enrolment)
- Compliance with a legal obligation (e.g., safeguarding requirements)
- Your consent, where expressly obtained
- Legitimate interests pursued by us, provided these do not override your rights.

We will only process data for the following purposes:

- Administering your membership, classes, examinations and events
- Managing payments, refunds and financial records
- Communicating updates, promotions and health and safety information

Privacy Policy

- Complying with legal obligations, such as safeguarding and insurance requirements

3. Information We Collect

We may collect the following categories of personal data:

- Identity data (name, date of birth, gender)
- Contact data (address, telephone, email)
- Emergency contact details and next of kin
- Health data (medical conditions, allergies) necessary for safe participation
- Payment and financial data for course fees and refunds
- Attendance records and progression information

4. Your Legal Rights

You have the following rights under UK data protection law:

1. Right of access – obtain copies of your personal data that we process.
2. Right of rectification – correct inaccurate or incomplete data.
3. Right to erasure – request deletion of your data where lawful.
4. Right to restrict processing – limit how we use your data.
5. Right to data portability – receive your data in a structured, machine-readable format.
6. Right to object – challenge processing based on legitimate interests or for direct marketing.
7. Right to withdraw consent – where processing is based on consent (withdrawal does not affect processing prior to withdrawal).

To exercise any right, or if you have questions, email [Secretary at Mushin Martial Arts](#). We will respond without undue delay and, in any event, within one month, unless an extension is justified.

If you remain dissatisfied, you may lodge a complaint with the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>.

5. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes set out above or as required by law.

At the end of the retention period, data will be securely deleted or anonymised. Back-up copies may persist on archival media for legal or regulatory purposes.

Privacy Policy

6. Data Security

We implement appropriate technical and organisational measures to safeguard your personal data against unlawful or unauthorised processing, accidental loss, destruction or damage.

Measures include:

- Secure, encrypted databases and restricted access controls
- Regular security assessments and breach-response procedures
- Immediate notification to you and the ICO in the event of a notifiable data breach

If you suspect any misuse or unauthorised access, contact us immediately at

7. Links to Other Websites

Our Website may contain links to third-party sites. We are not responsible for their content or privacy practices. Please review their privacy policies before providing any data.

8. Changes to This Policy

We may update this Policy to reflect legal or operational changes. Revised versions will be posted on our Website with the “Last updated” date. Continued use of our services constitutes acceptance of the updated Policy.

9. Contact Us

Questions, comments or requests regarding this Policy should be addressed to:

Mushin Martial Arts

Email: secretary@mushin.club

Website: <http://mushin.club>

Last updated: 07 August 2025