

# **Proaction Martial Arts® Limited**

## **Data Protection and Privacy**

### **Policy**

#### **1. Introduction**

This Data Protection and Privacy Policy outlines how the Proaction Martial Arts® Limited ("We", "Us", "Our") handle personal data in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679. We are committed to protecting your privacy, maintaining your trust and confidence, and preserving your rights and freedoms by handling your data responsibly.

#### **2. What Information We Collect**

We collect various types of personal data, including:

- Personal identifiers such as name, date of birth, gender
- Contact details like address, phone number, email address
- Health data, required to ensure your safety while participating in our activities
- Images or video footage for promotional or safety purposes
- Payment details, if you are purchasing from our club

#### **3. How We Use Your Data**

We use your data to:

- Register you as a member and administer your membership
- Communicate with you regarding club events, updates, and other relevant information
- Ensure your safety during club activities
- Process payments and for financial audit purposes
- Promote our club, only with your explicit consent

#### **4. Lawful Basis for Processing**

Our lawful bases for processing your personal data include:

- Performance of a contract with you
- Compliance with a legal obligation
- Protection of your vital interests
- Consent, where we have obtained your explicit consent

## 5. Sharing Your Data

We do not share, sell, or distribute your data to third parties unless required by law or necessary to fulfil our contractual obligations to you. In such cases, we ensure all third parties respect your personal data and comply with all relevant data protection laws.

## 6. Your Rights

As a data subject, you have the following rights under the GDPR:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling
- If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website [www.ico.org.uk](http://www.ico.org.uk) for further details, or you can use their online tool for reporting concerns: <https://ico.org.uk/concerns/>

Please contact us if you wish to exercise any of these rights.

## 7. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for. To determine the appropriate retention period, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure, the purposes for which we process your personal data, and whether we can achieve those purposes through other means.

## 8. Data Security

We are committed to ensuring your data is secure. We have put in place appropriate physical, electronic, and managerial procedures to safeguard the information we collect.

## 9. Changes to this Policy

We may update this Privacy Policy from time to time. We will notify you of any significant changes.

## 10. Contact Us

If you have any questions about this Privacy Policy or your rights under it, please contact us:.

**Directors:** *Tom Nicholson and Jas Nicholson*

**E-Mail Address:** *enquiries@martialartslessons.co.uk*

**Telephone Number:** *07717116115*

**Address:** *15 Osyth Close, Brackmills Industrial Estate, Northampton. NN4 7DY*

Signed by:

A handwritten signature in dark ink, appearing to read 'Tom Nicholson', with the Roman numeral 'VII' written below it.

Signature: Tom Nicholson, Chief Instructor and Director, on behalf of Proaction Martial Arts® Limited.

Date: Jan 2025

Review date: Jan 2026



**PROACTION**  
MARTIAL ARTS

The logo consists of a stylized diamond shape divided into four quadrants, with the top-left and bottom-right quadrants in red and the top-right and bottom-left quadrants in grey. Below this is the word 'PROACTION' in a bold, sans-serif font, with 'PRO' in red and 'ACTION' in grey. Below that is the words 'MARTIAL ARTS' in a smaller, all-caps, sans-serif font.



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