



**Royal Jiu Jitsu Privacy Policy**

<b>Policy Name</b>	Royal Jiu Jitsu Equality Policy	<b>Author</b>	Samantha Cook- Director RJJ Birmingham LTD
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<b>Related Policy</b>	Royal Jiu Jitsu Health and Safety Policy Royal Jiu Jitsu Safeguarding Policy- Adults Royal Jiu Jitsu Safeguarding Policy- Children Royal Jiu Jitsu Code of Conduct Royal Jiu Jitsu Complaints and Disciplinary Policy
<b>Standards</b>	
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<b>Table of Contents</b>
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- 1. Introduction**
- 2. What is Personal Data?**
- 3. What Are My Rights?**
- 4. What Personal Data Do You Collect?**
- 5. How Do You Use My Data?**
- 6. How Do I contact You?**
- 7. Monitoring and Evaluation**



## **1. Introduction**

Royal Jiu Jitsu understand the importance of privacy and that you care about how your personal data is used. Royal Jiu Jitsu respects and values the privacy of all its customers and only collects and uses personal data in ways that our described here, consistent with our obligations and your rights under the law.

About us-

- RJJ Birmingham LTD trading as Royal Jiu Jitsu
- Limited company registered in England under company number 13898754
- Registered address: Queen Alexandra College, 49 Court Oak Road, Harborne, B17 9TG
- Data Protection Officer: Samantha Cook

This policy covers how we use your personal data; how it is collected; stored and processed. It also explains your rights under the law relating to your personal data.

## **2. What is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

## **3. What Are My Rights?**

Under the GDPR, you have the following rights which will always work to uphold:

- i. The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details below.
- ii. The right to access the personal data we hold about you.
- iii. The right to have your personal data rectified if any of your personal data held by us if inaccurate or incomplete.
- iv. The right to restrict the processing of your personal data.



- v. The right to object to us using your personal data for a particular purpose or purposes.
- vi. The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- vii. Rights relating to automated decision-making and profiling. WE do not use your personal data in this way.

Further information about your rights can also be obtained from the Information Commissioners Office or your local Citizens Advice Bureau. If you have any cause for complaint our use of your personal data, you have the right to lodge a complaint with the Information Commissioners Office.

#### **4. What Personal Data Do You Collect?**

We may collect some or all of the following personal data (this may vary according to your relationship with us)

- Name
- Date of Birth
- Gender
- Address
- Email Address
- Telephone Number
- Payment Information
- PAR-Q Form
- Emergency Contact Name and Number

#### **5. How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you; because you have consented to our use of your personal data or because it is our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Providing and managing your account and notifying you of successful and outstanding payments



- Supplying our services to you, your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email that you have opted-in to receive (You may unsubscribe or opt-out at any time by email). We may also use your personal data for marketing purposes, which may include contacting you by email, telephone and/or text message with information, news and offers on our services. You will never be sent unlawful marketing or spam.

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was collected. For example if you cancel your membership and do not return or intend to return within 1 year your personal data will no longer be kept on file.

We do not share any personal data with any third parties for any purposes. One Exception includes if we are legally required to share certain personal data to comply with legal obligations, a court order or the instructions of a government authority.

## **6. How do I Contact you?**

Email address: [train@royaljiujitsu.co.uk](mailto:train@royaljiujitsu.co.uk)

Postal Address: Queen Alexandra College, 49 Court Oak Road, Harborne, B17 9TG

## **7. Monitoring and Evaluation**

Royal Jiu Jitsu will regularly monitor and evaluate this policy, practices and procedures and will inform members/employees of their impact.

The Data Protection Officer is responsible for ensuring this policy is followed and for dealing with any potential or actual breaches.

All Royal Jiu Jitsu members and staff have responsibilities to respect, act in accordance with, and thereby support and promote the intentions of this policy.

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