



PRIVACY NOTICE FOR JUNIOR MEMBERS

Our Policy

We at Hu Long Temple want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior members **how** we make sure your information is safe; **what to do** in case you have any questions for us or want to see what information we have.

We are, what is known as, **a data controller**. This means we have control over **how** your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a **“Data Protection Officer”** to make sure that we are being very careful with your information. We don't need to have Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. They can be contacted at info@hulongtemple.com in case you have any questions.


1. What Type of Details Do We Collect From You?

We might collect the following **personal details** about you during before, during or after your time as a member, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- membership details including when you signed up to be a member and any date you decide to leave us;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- details of any payments you or your parents/guardians make;
- any images we capture on CCTV cameras and other information showing us your movements through buildings we use, [for example where you have to use any swipe-cards or key fobs to get into certain parts of the buildings];
- records that tell us when you were at our events or competitions;
- videos and photos of you;
- your passport or other ID cards;
- records of whether you compete at a county/national/international level;
- details of family members, coaches and other people we might need to contact in case of an emergency;
- records of your rankings, gradings or ratings, including any competition results, what competitions you have attended and how well you are performing on any development programme you are registered to;
- any disciplinary information or details of any issues you have us or we have with you.

2. Special Categories of Personal Information

We may also hold and use what is called “**special information**” such as your ethnicity, whether you have any religious beliefs and any information about your health such as any injuries you have/have had or times you may not have been very well. In some cases, we may need to know information that helps you keep safe, and helps us understand how we can support you. In the table below, where we

use this **special information** you will see this symbol:  We will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

In the table below, we refer to these as “**special reasons**”.

3. Where Do We Get This Information From?

We will normally collect personal information about you when you fill out the **Registration Form** to become a member of Hu Long Temple, or to purchase lessons, uniform or equipment, or when you want to talk to us on the phone, by e-mail or in some other way.




We also collect this information from anyone who may have referred you to us, with your consent.


This may be anyone who works with you quite closely such as your Social Worker, Youth Worker, PCSO, Family Liaison Officer, parent / guardian, etc.


4. How Do We Use Your Information?

WHAT DO WE USE YOUR INFORMATION FOR?	WHAT TYPE OF INFORMATION DO WE USE?	WHAT REASON DO WE HAVE TO USE IT? (THE BORING LEGAL PART)
TO MAKE SURE YOUR MEMBERSHIP WITH US RUNS SMOOTHLY AND WE CAN PROVIDE THE VERY BEST SERVICE	<ul style="list-style-type: none"> ➔ ALL CONTACT DETAILS ➔ ANY CHATS WE’VE HAD OR EMAILS. 	TO MAKE SURE WE DO A GOOD JOB IN MANAGING YOUR MEMBERSHIP.
TO PROVIDE YOU WITH MERCHANDISE OR OTHER SERVICES/PRODUCTS YOU HAVE ORDERED FROM US.	<ul style="list-style-type: none"> ➔ ALL CONTACT DETAILS ➔ YOUR PARENT/GUARDIAN’S PLANS ON PAYMENT. 	TO MAKE SURE YOU GET THE RIGHT THINGS YOU’VE ORDERED.
TO SEND YOU INFORMATION WHICH WE THINK YOU MIGHT LIKE BASED ON COMPETITIONS AND EVENTS WE ARE RUNNING, OFFERS AND DISCOUNTS AND ANY UPDATES ON CHINESE MARTIAL ARTS AND WELLBEING	<ul style="list-style-type: none"> ➔ ALL CONTACT DETAILS 	TO MAKE SURE WE DO A GOOD JOB SENDING YOU THE RIGHT INFORMATION.

WHAT DO WE USE YOUR INFORMATION FOR?	WHAT TYPE OF INFORMATION DO WE USE?	WHAT REASON DO WE HAVE TO USE IT? (THE BORING LEGAL PART)
<p>TO HELP YOU IF YOU HAVE A QUESTION OR YOU'RE NOT HAPPY WITH SOMETHING WE'VE DONE.</p>	<ul style="list-style-type: none"> ➔ ALL CONTACT DETAILS ➔ ANY CHATS WE'VE HAD OR EMAILS. 	<p>IT'S IN OUR INTERESTS TO MAKE SURE WE DEAL WITH ANY ISSUES YOU HAVE QUICKLY.</p>
<p> OUR FILES.</p>	<ul style="list-style-type: none"> ➔ ALL YOUR PERSONAL DETAILS ➔ ANY SPECIAL INFORMATION YOU HAVE SHARED WITH US. 	<p>WE NEED YOUR DETAILS ON FILE SO WE CAN DEAL WITH ANY ISSUES WITH YOUR MEMBERSHIP AND TO MAKE SURE WE DO A GOOD JOB IN MANAGING YOUR MEMBERSHIP. SOMETIMES WE MAY HAVE TO KEEP YOUR DETAILS BECAUSE THE LAW TELLS US WE HAVE TO.</p> <p>IF WE USE ANY 'SPECIAL INFORMATION' WE WILL ONLY DO SO ON THE BASIS OF ONE THE 'SPECIAL REASONS' WE TALKED ABOUT ABOVE.</p> <p>WE WILL ALWAYS OBTAIN YOUR CONSENT.</p>
<p>WE OCCASIONALLY CARRY OUT RESEARCH ON WHAT EVENTS YOU HAVE ATTENDED TO UNDERSTAND WHAT IS 'ON TREND'.</p>	<ul style="list-style-type: none"> ➔ DETAILS OF THE EVENTS AND COMPETITIONS YOU'VE ATTENDED. 	<p>WE WANT TO MAKE SURE THAT OUR MEMBERSHIP IS TARGETED AND RELEVANT TO YOU.</p>
<p>TO PROMOTE OUR CHARITABLE COMPANY, THE TRAINING WE TEACH, WELLBEING, EVENTS, RETREATS, CLASSES OR MEMBERSHIPS.</p>	<ul style="list-style-type: none"> ➔ ANY PHOTOS OR VIDEOS YOU HAVE CONSENTED TO USE. 	<p>ONLY WHEN YOU HAVE TOLD US YOU ARE HAPPY TO USE THE PHOTOS OR VIDEOS. WE WILL ALSO GET YOUR PARENT/GUARDIAN CONSENT TOO.</p>

WHAT DO WE USE YOUR INFORMATION FOR?	WHAT TYPE OF INFORMATION DO WE USE?	WHAT REASON DO WE HAVE TO USE IT? (THE BORING LEGAL PART)
 <p>TO MAKE SURE WE ARE KEEPING UP WITH HEALTH AND SAFETY.</p>	<ul style="list-style-type: none"> ➔ DETAILS OF ANY EVENTS, COMPETITIONS OR SESSIONS YOU HAVE ATTENDED. ➔ EMERGENCY CONTACT INFORMATION. ➔ MEDICAL INFORMATION ➔ ANY SAFEGUARDING INFORMATION 	<p>WE NEED TO MAKE SURE WE PROVIDE YOU AND OTHERS LIKE YOU WITH A SAFE PLACE TO TRAIN OR COMPETE.</p> <p>SOMETIMES WE MAY HAVE TO KEEP YOUR DETAILS BECAUSE THE LAW TELLS US WE HAVE TO.</p>
 <p>TO REGISTER YOU ON AND TO KEEP TRACK OF ANY EVENTS AND COMPETITIONS YOU ATTEND.</p>	<ul style="list-style-type: none"> ➔ PERSONAL DETAILS ➔ EMERGENCY CONTACT INFORMATION. ➔ MEDICAL INFORMATION ➔ DETAILS ABOUT YOUR PERFORMANCE ➔ EVENTS OR COMPETITIONS YOU HAVE ATTENDED 	<p>WE NEED THIS INFORMATION TO MAKE SURE WE DO A GOOD JOB IN MANAGING YOUR DEVELOPMENT THROUGH THE PERFORMANCE PROGRAMME. IF WE USE ANY INFORMATION ABOUT YOUR HEALTH, WE WILL ONLY DO SO ON THE BASIS OF ONE OF THE ABOVE 'SPECIAL REASONS'. THIS WILL BE USED WITH YOUR CONSENT.</p>
 <p>WE WILL USE YOUR DETAILS TO ASSESS YOUR PERFORMANCE AND TO FIND OUT WHAT ELSE WE CAN DO TO HELP YOU IMPROVE YOUR DEVELOPMENT AND TRAINING WITH US.</p>	<ul style="list-style-type: none"> ➔ BEHAVIOURAL INFORMATION (IF THIS IS PART OF YOUR PROGRAMME WITH US) ➔ MEDICAL INFORMATION ➔ DETAILS ABOUT YOUR PERFORMANCE ➔ EVENTS OR COMPETITIONS YOU HAVE ATTENDED ➔ ANY CHATS WE'VE HAD, INCLUDING EMAILS. 	<p>WE NEED THIS INFORMATION TO MAKE SURE WE DO A GOOD JOB IN MANAGING YOUR DEVELOPMENT THROUGH THE PERFORMANCE PROGRAMME. IF WE USE ANY 'SPECIAL INFORMATION' WE WILL ONLY DO SO ON THE BASIS OF ONE THE 'SPECIAL REASONS' WE TALKED ABOUT ABOVE.</p> <p>WE WILL ALWAYS OBTAIN YOUR CONSENT.</p>

WHAT DO WE USE YOUR INFORMATION FOR?	WHAT TYPE OF INFORMATION DO WE USE?	WHAT REASON DO WE HAVE TO USE IT? (THE BORING LEGAL PART)
 <p>TO ARRANGE FOR ANY TRIP OR TRANSPORTATION TO AND FROM AN EVENT.</p>	<ul style="list-style-type: none"> ➔ ANY ID CARDS OR PASSPORT INFORMATION YOU GIVE US. ➔ DETAILS OF YOUR FAMILY MEMBERS AND EMERGENCY CONTACTS. ➔ YOUR PARENT/GUARDIAN'S INFORMATION ON PAYMENT. ➔ MEDICAL INFORMATION. ➔ ANY RELEVANT SAFEGUARDING INFORMATION. 	<p>WE NEED THIS INFORMATION TO MAKE SURE WE CAN MANGE ARRANGEMENTS FOR ANY TRIP YOU GO ON.</p> <p>IF WE USE ANY 'SPECIAL INFORMATION' WE WILL ONLY DO SO ON THE BASIS OF ONE THE 'SPECIAL REASONS' WE TALKED ABOUT ABOVE.</p> <p>WE WILL ALWAYS OBTAIN YOUR CONSENT.</p>
 <p>WE MIGHT USE DETAILS ABOUT YOUR HEALTH (INCLUDING INJURIES OR DISABILITY) TO MAKE SURE YOU ARE TRAINING / COMPETING IN A SAFE ENVIRONMENT BY MAKING CHANGING TO THE DESIGN OF THE SPORTS FACILITIES AND TO ENSURE YOU ARE WELL ENOUGH TO PARTICIPATE.</p>	<ul style="list-style-type: none"> ➔ DETAILS ABOUT YOUR HEALTH ➔ DETAILS ABOUT YOUR BEHAVIOUR (IF THIS IS NECESSARY) 	<p>IF WE USE ANY 'SPECIAL INFORMATION' WE WILL ONLY DO SO ON THE BASIS OF ONE THE 'SPECIAL REASONS' WE TALKED ABOUT ABOVE. WE WILL ALWAYS OBTAIN YOUR CONSENT.</p>
 <p>TO PUT TOGETHER ALL THE INFORMATION WE NEED IN CASE THERE ARE ANY DISCIPLINARY OR OTHER ISSUES WITH YOUR MEMBERSHIP.</p>	<ul style="list-style-type: none"> ➔ ALL OF YOUR PERSONAL DETAILS. ➔ THIS MAY INCLUDE ANY SPECIAL INFORMATION REGARDING YOUR MEDICAL INFORMATION, BEHAVIOUR OR SAFEGUARDING INFORMATION. 	<p>WE NEED OT MAKE SURE WE PROVIDE YOU AND OTHERS LIKE YOU WITH A SAFE AND FAIR PLACE TO TRAIN AND LEARN.</p> <p>IF WE USE ANY 'SPECIAL INFORMATION' WE WILL ONLY DO SO ON THE BASIS OF ONE THE 'SPECIAL REASONS' WE TALKED ABOUT ABOVE. WE WILL ALWAYS OBTAIN YOUR CONSENT.</p>

WHAT DO WE USE YOUR INFORMATION FOR?	WHAT TYPE OF INFORMATION DO WE USE?	WHAT REASON DO WE HAVE TO USE IT? (THE BORING LEGAL PART)
 <p>TO MAKE SURE WE ARE FAIRLY OFFERING OPPORTUNITIES TO EVERYONE.</p>	<ul style="list-style-type: none"> ➔ YOUR NAME ➔ YOUR AGE AND GENDER ➔ INFORMATION ABOUT WHICH PART OF THE WORLD YOU OR YOUR FAMILY ARE FROM ➔ DETAILS ABOUT YOUR HEALTH ➔ DETAILS ABOUT YOUR PERFORMANCE 	<p>WE NEED TO MAKE SURE WE PROVIDE YOU AND OTHERS LIKE YOU WITH THE SAME OPPORTUNITY TO GET INTO SPORT NO MATTER WHO YOU ARE AND WHERE YOU COME FROM.</p> <p>IF WE USE ANY 'SPECIAL INFORMATION' WE WILL ONLY DO SO ON THE BASIS OF ONE THE 'SPECIAL REASONS' WE TALKED ABOUT ABOVE. WE WILL ALWAYS OBTAIN YOUR CONSENT.</p>

In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service. If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting info@hulongtemple.com.

5. How Can You Stop Us From Marketing to You?

Sometimes we may wish to contact you by email or text message to tell you about things we think you might like. We will only contact your parent / guardian until you are 18. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by letting us know at info@hulongtemple.com

6. Who Else May Use Your Details?

We may send your details to help us run our organisation. These are:

- Anyone you have said you are happy for us to send your details to. This may be your Social Worker, Youth Worker, Family Liaison Officer, etc.
- **To any regional or governing body:** to create and monitor your membership as well as sign you up to any events or competitions they are holding.
- **Organisations that provide services to us:** such as the guys that help to run and maintain our security cameras;
- **Organisations that help us;** such as help us with our supplies such as couriers, or companies that help us to deliver things to and from other parts of the country or overseas;
- **Our Commercial Partners like UK Shaolin Temple:** so that we provide you with details on any tickets, special offers, opportunities, products and services and other benefits you get from our commercial partners only where you have told us you want us to;
- **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.

- **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

7. Are Your Details Safe?

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'Data Controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe? This is why we don't share your personal details to anyone outside of the UK and the European Union.

8. How Long Do We Keep Your Personal Information For?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 3 months after you last get in touch with us, or up until your annual membership has expired, whichever is sooner.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting us at info@hulongtemple.com.

9. What Are Your Rights?

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you train at for example.

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at info@hulongtemple.com.

10. What Happens If We Need to Change This Notice?

Keep an eye you for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

11. How Can You Get In Touch?

If you have a question or complaint, you can always get in touch with one of our team at info@hulongtemple.com.

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