

The purpose of this Confidentiality Policy is to outline the commitment of Enso Martial Arts to protect the privacy of its members, instructors, and staff. We recognise the importance of confidentiality in maintaining trust and fostering a supportive learning environment.

This policy applies to all members, instructors, staff, and any affiliates of Enso Martial Arts who have access to confidential information.

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Personal information of members (e.g. name, contact information, medical history)
- Attendance records and training progress
- Financial information and billing details
- Internal communications and documentation

Responsibilities

All members, instructors and staff are responsible for:

- Safeguarding confidential information and not disclosing it to unauthorised individuals.
- Reporting any suspected breaches of confidentiality to management immediately.
- Ensuring that physical and digital records containing confidential information are securely stored.

Use of Confidential Information

Confidential information will only be used for purposes directly related to the operation and management of Enso Martial Arts, including training, communication, and administrative tasks.

Disclosure of Confidential Information

Confidential information will not be shared with third parties without the express written consent of the individual concerned, except where required by law or in emergency situations that may involve health or safety.

Breaches of Confidentiality

Any breach of this policy may result in disciplinary action, up to and including termination of membership or employment. Enso Martial Arts will take appropriate steps to investigate any reported breaches and implement corrective measures.

Conclusion

By adhering to this Confidentiality Policy, Enso Martial Arts aims to create a safe and respectful environment for all participants and protect the privacy of those involved.

Contact Details

If you have any concerns about confidentiality please contact:

Operations Manager / Director

Nicky Woodward – nicky@ensomartialarts.co.uk
0800 688 9963

Lead Instructor / Director

Lee Woodward – lee@ensomartialarts.co.uk
0800 688 9963

Enso Martial Arts are committed to reviewing our policy regularly.

This policy was last reviewed on: **24/01/2025**

Signed: 

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