

The purpose of this Data Protection Policy is to ensure that Enso Martial Arts complies with all applicable data protection laws and regulations, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (which replaced the Data Protection Act 1998), and other relevant privacy legislation. This policy is designed to safeguard the personal data of our employees, customers, and partners and to promote transparency and trust in how we manage personal information.

Scope

This policy applies to all employees, contractors, and third parties who access or process personal data on behalf of Enso Martial Arts.

Definitions

Personal Data: Any information relating to an identified or identifiable natural person.

Data Processing: Any operation or set of operations performed on personal data, whether automated or manual.

Data Subject: An individual whose personal data is being processed.

Data Protection Principles

Enso Martial Arts is committed to processing personal data in accordance with the following principles:

- Lawfulness, fairness and transparency in data processing.
- Collecting only data that is relevant and necessary for the stated purposes.
- Ensuring personal data is accurate and kept up to date.
- Retaining personal data only for as long as necessary.
- Implementing appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or damage.

Social Media

Enso Martial Arts recognises the importance of protecting personal data when using social media platforms. Any content shared on our official social media accounts (such as photos, videos or personal information) is managed carefully to ensure compliance with data protection regulations.

We obtain consent from members or their guardians (for minors) before posting identifiable images or personal details online.

Access to social media accounts is restricted to authorised staff who are trained in data privacy practices. Personal information of members will not be disclosed or discussed on social media platforms without prior consent.

Additionally, members are encouraged to respect the privacy of others when posting content related to club activities on their personal social media accounts. Any concerns about privacy breaches on social media should be reported to the club's Data Protection Officer for prompt investigation and resolution.

Roles and Responsibilities

The Data Protection Officer (DPO) is responsible for overseeing compliance with this policy and serves as the main point of contact for all data protection queries.

All employees are responsible for adhering to the data protection principles outlined in this policy.

Data Subject Rights

Individuals have the following rights regarding their personal data:

- The right to access their personal data.
- The right to rectification of inaccurate or incomplete data.
- The right to erasure (the "right to be forgotten").
- The right to restrict processing of their data.
- The right to data portability.
- The right to object to the processing of their data.

Individuals may exercise these rights by contacting the DPO.

Data Breach Notification

In the event of a data breach, Enso Martial Arts will:

- Notify the relevant supervisory authority within 72 hours where required.
- Inform affected data subjects without undue delay if the breach presents a high risk to their rights and freedoms.
- Take immediate steps to mitigate the breach and prevent future occurrences.

Training and Awareness

All employees will receive training on data protection and privacy practices to ensure understanding and compliance with this policy.

Review and Updates

This Data Protection Policy will be reviewed annually and updated as necessary to reflect changes in legislation or company practices.

Enforcement

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contractual relationship.

Contact Details

If you have any concerns about data protection please contact:

Data Protection Officer (DPO)

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: **12/06/2025**

Signed:

Signed: