

GB Wushu Kungfu Federation (GBWKF)

(Honouring Heritage, Advancing Wushu in Britain.)



Data Protection & GDPR Policy

Approved by: Board of Directors

Applies to: All Affiliated Groups, Officers, Coaches, Staff, Volunteers, Athletes and Officials

Review Cycle: Annual

Status: Mandatory Policy

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GBWKF Data Protection & GDPR Policy

Purpose

This policy outlines how the Great Britain Wushu Kungfu Federation (GBWKF) protects personal data in line with the UK GDPR and Data Protection Act 2018.

Our Commitment

GBWKF will:

- Collect and process personal data lawfully, fairly, and transparently.
- Use data only for legitimate federation purposes.
- Keep data secure and confidential.
- Allow individuals to access, correct, or request deletion of their data.
- Ensure compliance across all officers, volunteers, coaches, and affiliated clubs.

What Data We Collect

We may collect:

- Member contact details
- Date of birth, gender
- Emergency contacts
- Medical information required for safe participation
- Competition registration data
- DBS status (where required)
- Coaching and qualification records
- Photos or videos of events (with consent)
- Payment or membership details

We do **not** store unnecessary data and we do **not** sell or share data with third parties for marketing.

Legal Basis for Processing

GBWKF processes data under:

- **Contractual necessity** (membership administration, insurance, event entry)
- **Legitimate interest** (governance, safety, safeguarding)
- **Legal obligation** (safeguarding, DBS, incident reporting)
- **Consent** (media use, optional communications)

How We Use Data

- Membership management

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- Competition and event administration
- Safeguarding and safety
- Coach records and qualifications
- Communication of federation updates
- Insurance and compliance with BCCMA and partners
- Reporting and governance

Data Storage & Security

- Data is stored securely using password-protected systems.
- Access is restricted to authorised GBWKF officers.
- Paper documents are locked and disposed of securely.
- Data is retained only as long as necessary for federation operations.

Sharing of Data

We may share necessary information with:

- Competition platforms such as Smoothcomp
- Insurance providers
- DBS and safeguarding bodies
- BCCMA (governing body approvals)
- Statutory authorities where legally required

Data is **never** shared for commercial gain.

Your Rights

Members have the right to:

- Access their personal data
- Request corrections
- Request deletion where appropriate
- Withdraw consent for media use
- Object to certain processing
- Request transfer of data

Requests should be sent to the GBWKF Data Protection Officer.

Data Breaches

In the event of a data breach:

- GBWKF will investigate immediately
- Affected individuals will be notified
- The ICO will be informed if required