



# Evolutionary Martial Arts Data Protection Policy

## Our Commitment

At Evolutionary Martial Arts (EMA), we respect the privacy of our members and are committed to protecting their personal data. We operate a policy of minimal data collection, ensuring that we only hold information that is strictly necessary for the safe and effective delivery of our training.

## 1. Data Collection and Usage

We collect the following personal information via paper application forms:

- **Name and Date of Birth:** Required for insurance purposes.
- **Contact Information:** Email address and phone number for communication regarding club updates and emergency matters.
- **Medical Information:** Relevant health data provided by the member to ensure their safety and the appropriateness of their training.

We do not collect or store physical home addresses.

## 2. Storage and Security

- **Physical Files:** All member application forms are kept in a secure folder. This folder is stored safely at the Sifu's home when not in use. During training sessions, the folder is kept accessible by instructors and team members to ensure vital information, such as emergency contact details, is available in the event of an emergency.
- **Digital Data:** Phone numbers are stored as contacts on the Sifu's mobile device. This device is secured with biometric authentication (facial recognition and fingerprint) to prevent unauthorised access.
- **Access Control:** Access to physical files and information regarding the storage location of emergency details is strictly restricted to instructors and authorised team members.

## 3. Member Autonomy and Digital Platforms

We provide tools for community building and learning that respect member privacy:

- **WhatsApp Group:** Participation in our member WhatsApp group is entirely optional. Members choose to join the group themselves, meaning they control whether their contact details are visible to other members.
- **Google Classroom:** Members may choose to join our Google Classroom for learning resources. As an administrator, the Sifu cannot view the email addresses used by members to join, and the platform is configured so that members cannot see the contact details of other participants or initiate direct contact with one another.

## 4. Data Retention and Deletion

- We only retain information for as long as it is necessary for membership and insurance requirements.
- Upon a request from a member, we will immediately delete all their digital contact information and destroy their physical application file.



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## **5. Third-Party Sharing**

We do not share any member contact details or personal data with third parties for any reason.

## **6. Revision and Review:**

Our policies are subject to continual regular revision and review. If there is an error or omission in this policy, or you have a suggestion to make regarding it or any other aspect of our policies and procedures, please do not hesitate to contact any member of our team and we will look into it as a matter of priority.

