

The Tai Chi Union for Great Britain C.I.C. needs to hold data about members, suppliers, contractors and consultants.

The Data Controller is The Tai Chi Union for Great Britain C.I.C. hereafter referred to as the Union
Registered in England and Wales. Registration Number: 11249130
Registered office: Solo House, The Courtyard, London Road, Horsham, W. Sussex, England, RH12 1AT
Email contact: enquiries@taichiunion.com

The Data Subject is the member (hereafter referred to as member/s)

Reasons/purposes for processing information

We process information relating to members to enable us to carry out the provision of services provided by the Union; to maintain our own accounts and records and to support and manage our employees, and to promote the the Union's role on behalf of members.

Under GDPR Regulations which came into force 25 May 2018 – Article 5, the Union agree to abide by the following principles as set out by the ICO (<https://ico.org.uk/>)

- Lawfulness, fairness and transparency

The Union will only handle member's details in a lawful manner and in order to provide services as set out by Constitution and membership services. In doing-so the Union will be clear, open and honest how they do this in relation to the member.

- Purpose limitation

Data is collected and processed for explicit, specified and legitimate reasons

- Data minimisation

The Union has an active data-minimisation policy that is regularly reviewed)

- Accuracy

The Union endeavours to maintain accurate data. the Union will always work to reasonably rectify any errors or omissions in their data within a 30 day limit of notification.

- Storage limitation

The Union maintains an active Storage limitation process at all levels, with regular reviews. Member records will be held for up to 7 years or as long as legally required.

- Integrity and confidentiality (security):

The Union actively works to ensure the data it holds on behalf of members is secure and held in a confidential manner. All officers, whether administrative or Board members, are fully aware of their security requirements and GDPR responsibilities.

- Accountability

- The Union actively recognises data protection by design and default, and as on ongoing process.

Furthermore: the Union wishes to highlight members rights:

- To access records
- To deletion of record
- To amend record, or restrict processing (e.g., change consent)

How to action this:

For privacy/GDPR matters, please contact enquiries@taichiunion.com

Terms: the Union, will review and action the Member's request as given according to these terms, within 30 days of request. Although members have a 'right to be forgotten' this may affect membership provision.

See the Union rights below on data we are obliged to keep for administrative, legal, or security purposes

The Union rights:

- Right to service

The Union has a duty to maintain accurate records for administration purposes, provision of service is based on a minimal level of data retention and the Union retains its Rights in this matter.

- Information Held on Data Subject

the Union data includes information provided by the Member (name, address, email, website, training and educational record, references given). Members are assigned a unique membership number (identifier).

- Website Data Retention

See technical data below

Additional Notes

- The Union will treat member details confidentially and will not engage in direct marketing.
- The Union will not sell member details to others.
- Handling payments: When members use PayPal to complete transactions via the Union website, PayPal is responsible for handling the financial transaction.
- When payment is made directly to the Union (e.g., bank transfer), the Union abides by its confidentiality and security policy at all times.

Technical Data Handling:

- Security

The Union uses a variety of technical and organisational measures to keep members information safe and to prevent unauthorised access to, use, or disclosure of it. However, no information transfer over the internet is guaranteed 100% secure nor is any storage of information always 100% secure. the Union take appropriate steps to protect the security of your personal information.

- Cookies

The website uses 'cookies' to keep track of your visit and help you navigate between sections. A cookie is a small data file that certain websites store on your computer's hard drive when you visit such sites. The cookie contains information such as your user ID and the pages you visit. The only information a cookie contains is information you allow. You may refuse to accept cookies, and it is possible to change some browser settings.

- Log files

In common with most websites, www.taichiunion.com logs various information about visitors, including internet protocol (IP) addresses, browser type, internet service provider (ISP) information, referring/exit pages and date/time stamp. We may use this information to analyse trends, administer the site, track your movement around the site and gather broad demographic information.

- Request for data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

- Data Storage

The website uses WordPress and associated plugins on third party sites. Articles may also contain embedded content (e.g., videos) which may also collect data like cookies and are not part of the Union data collection.

For further information on where we send your data, please contact: enquires@taichiunion.com

- Embedded links and Third-Party websites

Links from the the Union website to external websites do not operate under this privacy policy. These third-party websites may independently solicit and collect information from you. the Union recommend that you consult the privacy statement of all third-party websites you visit.

- Technical Deletion processes

Our Support Team are responsible for updating data and routine deletions of the the Union website data and administration.

- All the Union data no longer in use is deleted after 7 years subject to any legal requirements.

For further information on Technical Data Requirements, please contact: enquires@taichiunion.com