



Privacy Policy

for the Taoist Tai Chi Society of Great Britain

Introduction

The **Taoist Tai Chi Society of Great Britain** needs to collect and use certain types of data about the participants/members who come into contact with the organisation in order to carry on the charity's legitimate work. The **Society** is the data controller. This personal information is collected and processed appropriately whether it is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the General Data Protection Regulation (GDPR) 2018.

The **Society** deals with personal data in a secure way and respects the privacy of individuals. Personal data is processed in accordance with the law and in a proper and considerate manner. The **Society** strives for minimal data processing. Where possible less or no data is processed.

What information will we use?

In general, the **Society** only collects contact details such as name, address, telephone, email address etc. Bank details may be collected for specific financial arrangements. Photographs and videos of members/participants may be used to promote *Taoist Tai Chi*TM arts. Promotion of *Taoist Tai Chi*TM arts being one of the Society's aims and objectives that define membership/participation. Members/participants are given the opportunity to opt out of being photographed or filmed but are made aware that it is their responsibility to communicate their wishes to the photographer at any event.

How is your information used?

The lawful basis for which the **TTCS GB** collects personal data is to ensure that individuals are recognised as members/participants of the **Society** and to assure their membership/participant benefits, including the opportunity to participate in activities and events, and as a record of that membership/participation. One of these benefits is notification of upcoming events. This notification may be sent by email. The data is not processed for other purposes.

How long do we keep your information?

Retention of personal data can be necessary for the **Society** to execute its tasks well or to meet legal obligations. The **Society** retains personal data no longer than necessary.

Who will we share your information with?

Your personal data is only processed for the purpose for which it is collected, and by people who have an obligation to maintain privacy and confidentiality.

The **TTCS GB** may share data with other affiliated international organisations engaged in the promotion and practice of *Taoist Tai Chi™* arts such as Fung Loy Kok Institute of Taoism®. The data is collected for the specific purposes outlined above and any sharing of this data is for such purposes. Data is shared if it is necessary for the execution of an agreement made with the individual or if the individual has given their consent. Any data shared is no more than necessary for the purpose.

In specific cases particular data can be processed and shared with third parties without the consent of the individual if it is deemed necessary for the protection of the vital interests of the individual or another person (e.g. if someone has an accident and cannot give consent, their data is shared for the purposes of immediate medical help).

Photographs and videos of members/participants being used to promote *Taoist Tai Chi™* arts may appear in TTC/FLK websites and other publications, and social media and will remain there until deemed no longer beneficial to promoting *Taoist Tai Chi™* arts within that context.

In addition, there are circumstances in which data is allowed to be shared with third parties such as if the processing is necessary for the organisations' execution of support of a legal claim, or when courts are acting within the context of their legal jurisdiction.

Your rights and choices

The **Society** will not use your data without consent. Membership will not be granted without consent.

You have the following rights:

- **Right to information:** you have the right to ask the **Society** if your personal data is being processed
- **Right to view:** you are able to see the data we hold for you
- **Right to correction:** you can request that incorrect information be corrected
- **Right to be forgotten:** you have the right to request that the data held for you be deleted and removed
- **Right to object:** you have the right to object to the processing of your personal data. The Society will comply with the request unless there are justified grounds for the processing.

Transferring your information internationally

Your personal information may be transferred internationally and stored securely in a server. Currently our membership database is located in the Netherlands and we also use servers in the USA. The database in the Netherlands has to comply with the GDPR. Servers that we use in the USA are managed by organisations that are participants in the Privacy Shield Framework and also obliged to comply with the GDPR.

Contact:

Person designated for Data Protection: General Manager

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