EDINBURGH AIKIDO CLUB

How we use and store your data

* To ensure that all club members are made aware of all relevant business at the club, we operate a mailing list which all members are given the option to be a part of.
* We also ask for personal information relating to the safe practice of aikido for all participants and relevant details of who to contact in case of emergency.
* All email contact information is stored in a cloud server in a password protected account and can only be accessed by members of the Edinburgh Aikido Club Committee
* All emails sent via the mailing list will be sent blind closed (i.e. members of the mailing list will not be party to other members’ contact details) and will include information on how to be removed from the mailing list.
* All membership forms are stored in a cloud server in a password protected account
* Any individual who wishes their personal data to no longer be held by Edinburgh Aikido Club should contact either the Membership Secretary (Benjamin Salisbury) or the Club Secretary (Liane Guillou) in writing advising of their request. The Membership Secretary or Club Secretary will then notify said individual in writing that their details have been removed, unless there is a legal case for this information to be held. In such cases the Membership Secretary or Club Secretary will respond in writing with the justification for this.
* Edinburgh Aikido Club’s Data Policy and Procedures can be found in the attached document and will be uploaded to our website shortly.