



SX MMA Privacy and Data Protection Policy

****Last Updated:**** 20/12/2024

Introduction

At SX MMA, we are committed to protecting the privacy and personal data of our members, staff, and anyone who interacts with the club. We ensure that all personal information is handled responsibly and in compliance with the UK General Data Protection Regulation (GDPR).

This policy outlines how SX MMA collects, processes, and protects personal information and the rights of individuals whose data we hold.

1. Collecting Information

SX MMA collects personal information to provide and improve services, comply with legal obligations, and demonstrate the club's positive community impact. Information may be collected in the following ways:

- During registration as a member or student.
- When participating in events, seminars, or competitions.
- Through online forms, email communications, or verbal discussions.

We only collect the minimal amount of information required for the purposes of:

- Maintaining accurate membership records.
- Ensuring appropriate health and safety measures.
- Delivering services such as training and events.
- Demonstrating SX MMA CIC's impact to local councils, investors, and partners.

****Examples of information we collect include:****

- Names, contact details, and emergency contact information.
- Demographic data to highlight diversity and inclusivity.
- Health and medical disclosures for safety purposes.
- Membership and participation history.

2. Using Personal Information

We respect the sensitivity of personal data and only use it for the purposes for which it was provided. This includes:

- Ensuring member safety during training and events.
- Communicating updates about classes, schedules, and events.
- Meeting legal and regulatory requirements (e.g., safeguarding).
- Providing anonymised or aggregated data to demonstrate the impact of SXMMA CIC to councils, investors, and partners.

We ensure that any data shared with external parties is anonymised and aggregated, protecting individual identities. Personal information will never be shared with third parties without explicit consent, unless required by law.

3. Protecting Information

SXMMA employs robust measures to safeguard all personal data, including:

- Secure storage of physical and digital records.
- Use of SSL (Secure Socket Layer) encryption on our website.
- Restricted access to sensitive information, protected by two-factor authentication for staff systems.
- Comprehensive training for staff on data protection best practices.

4. Data Retention

We retain personal data only as long as necessary for the purpose it was collected, including compliance with legal obligations. For example:

- Membership records may be kept for up to 7 years to meet safeguarding and insurance requirements.
- Anonymised data may be retained for longer to evaluate and report on the long-term community impact of SXMMA CIC.

Erroneous or outdated information will be erased upon request, where legally permissible.

5. Individual Rights

Under GDPR, individuals have the right to:

- Access the personal data we hold about them.
- Request corrections to inaccurate information.
- Request the deletion of certain data, subject to legal limitations.

Requests can be made by contacting SXMMA's Data Controller.

6. Complaints and Queries

If you have any questions, concerns, or complaints about how your personal data is handled, please contact:

****Data Controller, SXMMA****

****Email:**** info@sxmma.com

****Phone:**** 07580 121234

****Signed by:****

****Alan Packman****

****Head Coach & CEO, SXMMA****