



## **Kinesiology Federation UK Privacy Policy**

The Kinesiology Federation UK is committed to keeping your personal data safe and secure.

Due to a change in the law, we're updating our Privacy Policy to make it easier for you to understand what information we collect and keep, why we collect this information and how your data is being handled when you cease being a member of the Kinesiology Federation UK.

We will take all appropriate technical and organisational steps to protect the confidentiality, integrity, availability and authenticity of your data.

### **The purpose of this Privacy Policy**

This Privacy Policy is designed to help you understand what kind of information we collect in connection with our membership services and how we will process and use this information. In the course of providing you with services we will collect and process information that is commonly known as personal data.

This Policy describes how we collect, use, retain and safeguard personal data. It also sets out your individual rights to know what data is held about you, how this data is processed and how you can place restriction on the use of your data.

### **Who is the Kinesiology Federation UK?**

The Kinesiology Federation UK is the umbrella organisation for many Kinesiology schools in the UK and serves as a membership organisation for Kinesiology practitioners from any of the UK schools. We also accept Kinesiology practitioners qualified all around the world, provided they meet the Kinesiology Federation's standards.

The Kinesiology Federation UK is a Limited Company in England (Company No. 4628975) with registered address of PO Box 10426, Newark on Trent, Nottinghamshire NG24 9NF.

The Kinesiology Federation UK is registered with the [UK Information Commissioner's Office](#) (ICO) (registration number Z8816966) and we adhere to the ICO's principles and guidelines.

**PO Box 10426  
Newark  
NG24 9NF**

0845 260 1094  
admin@kinesiologyfederation.co.uk  
www.kinesiologyfederation.co.uk



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## **What is personal data?**

Personal data is information relating to an identified or identifiable natural person. Examples include an individual's name, address, contact details, but also age, date of birth and gender.

Personal data may contain information which is known as special categories of personal data. This may be information relating to, and not limited to, an individual's health, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data, or data relating to sexual orientation.

Personal data may also contain data relating to unspent criminal convictions and offences. For the purpose of safeguarding and processing criminal conviction and offence data responsibly, this data is treated in the same manner as special categories of personal data, where we are legally required to comply with specific data processing requirements.

## **Personal data we collect**

In order for us to provide and administer membership services, we will collect and process personal data about our registered members. Members may provide us with personal data when applying for new membership or renewing their membership via post, email, electronic registration or electronic renewal, via Facebook, via LinkedIn, via telephone or when writing to us directly via post or email.

We will also collect your personal data if you register for our Conferences and AGMs. In case you will disclose the personal data of others, you must ensure you are entitled to do so.

As a provider of membership services, we will process the following categories of data:

- Personal data such as individual's name, address, date of birth, home contact details and practice contact details.
- Special categories of personal data such as insurance cover or course certificates and qualifications.
- Data relating to unspent criminal convictions

The Kinesiology Federation is considered to be the controller of the data that we collect directly from you, i.e. we are the data controller. A data controller means the individual or organisation which, alone or jointly with others, determines the purpose and means of the processing of personal data.

## **Why do we need your personal data?**

We will use your personal data to manage your membership with us, to process your renewals and keep you up to date on decisions from the Policy Board, invite you to the AGM or share CPD info.

If members of the public get in touch with us via email, contact form on our website or telephone and leave their contact details, we only use these



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details to reply to their question and delete the details afterwards.

## **The KF's membership service**

The Kinesiology Federation UK is a membership organisation representing our registered members. We have set specific standards for each membership level and need to see proof of our members' qualification. Those documents are being held on a physical and/or electronic file for each member. The physical files are held in a lockable archiving cabinet, the electronic files are saved on a password protected laptop.

We don't ask for anything more than what we need to check whether each member meets the standards in order to evaluate what membership level they qualify for, whether they have insurance cover and whether they are up to date with their CPD. If you object to the collection and storing of your personal data we may be unable to provide you with our services.

Part of our membership service is the sending out of a monthly newsletter to all or a group of KF members. This newsletter is the Kinesiology Federation's main communication tool from the Policy Board to all of our members and contains vital information about the Kinesiology Federation's membership (i.e. updated standards, decisions from the Policy Board, CPD opportunities). By registering or renewing their membership with the Kinesiology Federation, each member accepts the receipt of the KF's monthly newsletter. A copy of each Newsletter is saved in the member's section of the KF website to which each member receives their individual login details when they register or renew their membership.

Where deemed of interest to our members, we also send out advertising information on third parties (i.e. information on health programs or platforms) to a group of members or all of our members. As this is not core Kinesiology Federation communication, this will come via an individual email. Our members can then make their own decision whether they want to register with these programs and can submit their details to these programs themselves.

Kinesiology Federation members can opt into receiving these kinds of emails at any time by contacting the KF office (contact details at the bottom of first page).

## **Your rights**

Individuals are provided with legal rights governing the use of their personal data. These grant individuals the right to understand what personal data relating to them is held, for what purpose, how it is collected and used, with whom it is share, where it is located, to object to its processing, to have the data corrected if inaccurate, to take copies of the data and to place



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restrictions on its processing. Individuals can also request the deletion of their personal data.

These rights are known as Individual Rights under the Data Protection Act 2018. The following list details these rights:

- The right to be informed about the personal data being processed
- The right of access to your personal data
- The right to object to the processing of your personal data
- The right to restrict the processing of your personal data
- The right to rectification of your personal data
- The right to erasure of your personal data
- The right to data portability (to receive an electronic copy of your personal data)
- Rights relating to automated decision making including profiling

Individuals can exercise their Individual Rights at any time. As mandated by law we will not charge a fee to process these requests, however if your request is considered to be repetitive, wholly unfounded and/or excessive, we are entitled to charge a reasonable administration fee.

In exercising your Individual Rights, you should understand that in some situations we may be unable to fully meet your request, for example if you make a request for us to delete all your personal data, we may be required to retain some data for legal purposes as advised by our insurance cover.

You should understand that when exercising your rights, a substantial public or vital interest may take precedence over any request you make. In addition, where these interests apply, we are required by law to grant access to this data for law enforcement, legal and/or health related matters.

## **Your right to update and change your details we hold**

Each member is in full control about the content, the extent and correctness of their personal and practice details listed on the KF's website or whether they want their details to be advertised on the register on our website ([www.kinesiologyfederation.co.uk](http://www.kinesiologyfederation.co.uk)). If a member does not agree with what contact details are listed for them on our website or if they would like to have their contact details taken off the KF's register completely, then they can contact the KF office via phone, email or post. How or whether their details are displayed on the Kinesiology Federation's website has no effect on their Kinesiology Federation membership.

## **Legality**

For the purposes of meeting the Data Protection Act 2018 territorial scope requirements, the United Kingdom is the named territory where the processing of personal data takes place.



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Any dispute or claim arising out of this Privacy Policy and the use of your personal information will be governed by English law and the courts of England and Wales have exclusive jurisdiction to resolve any such dispute or claim.

If you require more information about our membership service processes or further details on how we collect personal data, please contact the KF office by emailing [admin@kinesiologyfederation.co.uk](mailto:admin@kinesiologyfederation.co.uk).

## **Links to other companies & websites**

As the Kinesiology Federation is an IAR (Introducer Appointed Representative) of Balens Insurance Ltd, which enables our members to claim a discount for insurance services from Balens, we might share details (i.e. name, address and DOB) of specific members with Balens when asked, to check whether they are a member of the Kinesiology Federation and therefore qualify for the discount for Balens insurance. By registering with the KF and with Balens, you accept both of our Privacy Policies and acknowledge that the information you provide might be transferred to Balens in accordance with [Balens' Privacy Policy](#) and [Balens' Terms & Conditions](#).

We use iContact as the platform to send the KF Newsletters out to our members. By registering with the KF members acknowledge that the information you provide will be transferred to iContact for processing in accordance with their [Privacy Policy](#) and their [Terms & Conditions](#).

We are working in close collaboration with ASK (Association of Systematic Kinesiology) in order to plan and provide exciting Kinesiology events in the UK which our members can benefit from for CPD hrs.

In order to find out where there are areas of a big pool of Kinesiology Practitioners nationally under any Kinesiology branch, we might share postcodes of our members' addresses with ASK when they are in the process of deciding on location for a new event. ASK will never contact our members directly, but the KF will advertise ASK events to our members, either via email, flyers in the post, facebook, orally at one of our Conferences or via newsletter (iContact). By registering with the KF members acknowledge that their postcode might be passed on to ASK for planning of Kinesiology events only and that ASK will act in accordance with their own [Privacy Policy](#).

The KF has an open Facebook page for anyone to join and a closed members Facebook group which only KF members can join. We also have an account with Twitter and LinkedIn to which people can connect through our website. By linking up with any of them, you acknowledge that the information you provide will be transferred to the appropriate organisation for processing in accordance with their Privacy Policies and their Terms & Conditions.



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For membership payments we offer the option to pay via GoCardless or via Paypal. By choosing either payment option, you acknowledge that the information you provide will be transferred to the respective organisation for processing in accordance with [GoCardless' Privacy Policy](#), [Paypal's Privacy Policy](#) and [GoCardless' Terms & Conditions](#) or [Paypal's Terms & Condition](#).

## **Termination of membership with the Kinesiology Federation**

If a member is not renewing their Kinesiology Federation membership, all their physical documents will be confidentially destroyed due to shortage of physical archiving space. Current practice is that, before being destroyed, their physical files will be scanned and saved on an external hard drive. This practice has helped us in the past to ease the process in case a previous member wanted to re-join the Kinesiology Federation, but they haven't kept all their certificates and other docs themselves. The scanned documents will not be used for anything else.

Everyone not renewing their membership with the Kinesiology Federation has the right to decide what will happen with their electronic data once they have left the Kinesiology Federation:

- They can have their entry on our database completely deleted OR solely have it change to archived
- They can request for their electronic files to be kept by the KF on an external hard drive OR to have their files sent to them via email or post OR to have their files deleted entirely.

In some cases we may need to retain your data, for example if we are representing you or defending ourselves in a legal dispute or as required by law where evidence exists that a future claim may occur.

## **Changes to this Privacy Policy**

This policy may change from time to time. We will do our best to keep you updated of any changes. Please refer back to this Policy to keep up to date with changes.

## **Making a complaint**

If you believe that we are not processing your data in accordance with the law then please get in touch with the Kinesiology Federation's office (contact details can be found at the bottom of first page of this policy).

You also have the right to complain to the Information Commissioners Office (ICO): Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline: 0303 123 1113, web: [www.ico.org.uk](http://www.ico.org.uk)

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