



## **Kinesiology Federation UK Privacy Policy**

The Kinesiology Federation UK (KF) is a membership organisation representing our registered members and as such we hold record details about our members to be able to provide our services. If you object to the collection and storing of your personal data, we may be unable to provide you with our services. We are committed to keeping our members' personal data safe and secure.

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

- describes how we collect members' data
- what data we hold
- how it is used
- how to access your data to amend, delete or restrict its use
- how all personal data is stored
- your rights under the [UK Data Protection Act 2018](#)

### **Personal data we collect includes:**

- an individual's name, address, date of birth, home contact details and practice contact details
- insurance cover
- course certificates and qualifications
- CPD records
- data relating to unspent criminal convictions
- KF membership history

### **Data is collected when:**

- individuals apply for membership or renew their membership whether by post or electronically
- email correspondence and telephone enquiries
- when members register for our conferences and AGMs

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Gables Drive  
Hockerton  
NG25 0QU**

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



# Kinesiology Federation

## **How data is stored**

- Physical files containing personal data are stored in a lockable cabinet
- Electronic files are saved on a password protected computer

The KF is considered to be the controller of the data that it collects directly from you. 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.

## **How we use your data**

- Next to payments via BACS or cheque, membership renewal or joining payments can be made via GoCardless or Stripe. By choosing either payment option, you acknowledge that the information you provide will be transferred to the respective organisation for processing in accordance with their privacy policies and terms and conditions.
- For members not renewing, their physical documents will be scanned and saved electronically before being confidentially destroyed. This practice can ease the process if a previous member wants to re-join the KF. The scanned documents will not be used for anything else and the ex-member has the right to decide what happens to their electronic data once they have left i.e. delete, archive or sent on to them
- For unsuccessful membership applications, electronic applications forms and certificates will be retained for KF reference but would be deleted at the applicant's request unless there was a legal obligation to retain it.
- All members receive an electronic monthly newsletter using the mailerlite platform. By registering with the KF members acknowledge that the information you provide will be transferred to mailerlite for processing in accordance with their Privacy Policy and their Terms of service. Copies of the newsletter are saved in the member's section of the KF website.
- Advertising information on third parties is sent out via email to a group of members or all of our members. These non-core KF notifications can be opted in or out from at any time by contacting the KF office.
- An ex-member can elect to continue to receive details of KF events and other promotions and unsubscribe at any time.



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- A Block Insurance policy with Balens gives members a discount. Details such as name, address and DOB may be shared with Balens who will manage your data under their own privacy policy and aligned with the [UK Data Protection Act 2018](#)
- We work in collaboration with KA (Kinesiology Association) on some projects including events and may share members' post codes when they are in the process of deciding a location for a new event. KA will never contact our members directly and the KF will advertise KA events as third-party advertising above. KA 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, Instagram and LinkedIn to which people can connect through our website. By linking up with any of these social media platforms, 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.

## **Your rights**

Legal rights are known as Individual Rights under the [UK Data Protection Act 2018](#) and govern the use of personal data.

These include the right to:

- be informed about the personal data being processed
- have access to your personal data
- object to the processing of your personal data
- restrict the processing of your personal data
- the rectification of your personal data
- erasure of your personal data
- receive your data electronically
- access automated decision-making including profiling

Individuals can exercise their Individual Rights at any time and we will not charge a fee to process these requests unless they are considered repetitive, wholly unfounded and/or excessive. In some situations, we may be unable to fully meet your request, for example to delete your personal data as it may be required for legal purposes as advised by our insurance cover. If the KF is representing you or defending ourselves in a legal dispute or as required by law where evidence exists that a future claim may occur, a member's data will need to be retained.



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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 membership details we hold**

Each member is in full control about the content, the extent and correctness of their personal and practice details held by the KF. Additionally, the member can decide if they want their details to be advertised on the KF website practitioner register. Contact the KF office to initiate changes.

## **Legality**

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

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.

## **Changes to this Privacy Policy**

This policy may change from time to time and we will keep you updated of any changes.

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).

## **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 KF.

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.

You 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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