

## Data protection policy

For the World Union KARATE-DO Federation, the protection of privacy is essential. We want to build a lasting relationship with you, based on trust and transparency. That is why our activities take place in compliance with the regulations in force, in particular regulation EU 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of data at personal nature and the free movement of such data (General data protection regulation), hereinafter referred to as "privacy regulations".

We want to inform our full members and our suppliers to allow you to understand and control the use of their data. On our side, we manage and use your data confidentially and with all the necessary security measures to ensure their protection.

By providing us with your personal data, you declare that you agree with the content of this data protection policy. If you provide us with the personal data of others, you must have communicated to them the content of our data protection policy and have obtained the consent of those individuals.

We invite you to browse our data protection policy as well as our general terms and conditions and any other conditions that may apply to our products and services. This information helps us to offer you specific products or services

Processing Manager: WORLD UNION OF KARATE-DO FEDERATIONS, (hereinafter referred to as WUKF).

### **Who does our data protection policy address?**

This policy applies to all WUKF partners, who have adherent to our Association. It may apply to the members of their household if information about them has been communicated to us in this context. It also applies to our former members still present in our database as well as to the people that visit our website or use our mobile apps.

### **What data do we process?**

#### ***General information***

We may collect the following general information: your name, surname, gender, language, nationality, mailing address, telephone number, e-mail address. As far as possible, we also retain the dates on which this information is communicated to us or to which changes have been made to them.

***We may also receive data from third parties that will be added to the data that we have collected directly from near you.***

### ***For what purpose do we use your personal data and what is the legal basis for these treatments?***

With your permission (legal basis: Article 6a of the privacy regulations) :

- When you ask us questions via our website or by telephone contact , in order to process your request. In this context and by informing you beforehand, we can record some of your telephone conversations , in order to improve our services and to train our employees best.
- When you register for events that we organize or under our responsibility.

When we have a legitimate interest, in the framework of the responsibility of organizer of national and international events. In this case, we always strive to maintain a balance between this legitimate interest and respect for your privacy (legal basis: article 6F of the privacy regulations):

- As part of your participation in any of our joint petitions
- In order to track your performance
- To gather statistical data and (do) establish analyses for management or reporting
- In order to combat possible fraud, offences and possible infringements and to ensure the management of disputes and possible legal procedures

In order to comply with the legal obligations to which we are subject (legal basis: article 6c of the privacy regulations):

In some cases, we are obliged to process certain personal data about you or to share it with public authorities. We are also subject to tax and accounting obligations requiring the retention of certain data.

#### **Can your data be transmitted to third parties?**

Your data may only be disclosed to third parties in the following cases:

- To our prospective members and federations for the same purposes as those mentioned in this data protection policy.
- To third-party companies, under partnership agreements with WUKF. For example, to commercial agencies, to our IT providers, to transport companies... In this case, these companies can only use your data within the strict limits of the instructions we give them, in compliance with this data protection policy. They are subject to important confidentiality and security obligations with respect to your data. Under no circumstances do they become owners of your data.

This would also be the case in the context of legal proceedings, to meet the request of the authorities or to comply with other legal obligations.

- To commercial partners of the WUKF, to brokers in addresses or advertising authorities and/or their customers, so that they can send you promotional offers, possibly on the basis of your marketing profile.
- *Data transfer outside the European Union*

By communicating your personal data to WUKF, you agree that they may be transferred to countries outside the European economic area. In this case, all the processing of your data will be protected in accordance with the obligations of the privacy regulations and this data protection policy.

#### **How long does WUKF keep your data?**

The WUKF keeps your personal data the time it takes for the treatments for which they were collected. These retention periods may vary depending on your data and the purpose of use. In any case, we keep your data up to five years after your last contact with the WUKF.

#### **How do we protect your data?**

The WUKF makes every effort to ensure your data the utmost confidentiality and security. In this context, we take all necessary technical and organisational measures.

So our network, infrastructure and information systems are protected. The staff with access to your data is limited to what is necessary and carefully selected. It is sensitized to the fact that he is dealing with personal and confidential data.

In the event of data leakage, which may result in a risk of invasion of your privacy, you are personally notified, as is the supervisory authority (the data protection authority), in accordance with our legal obligations. In this case, we will make every effort to stop this state of affairs as quickly as possible and to limit all the consequences.

#### **What are your rights? How can you exercise them?**

##### **Your right of access:**

In accordance with the privacy regulations, you have the right to ask us for the following information about you: 1) If you are included in our file 2) what we do with your data 3) the categories of data we are dealing with about you 4) recipients or categories of recipients to whom we may transfer your personal data 5) the retention period of your data 6) confirming the existence of your rights (see below) 7) the source of your data (if you have not yourself communicated your data) 8) confirmation of the existence of automatic profiling concerning you, the logic of it, its meaning and consequences, 9) if the information was transmitted outside the European economic area, safeguard measures that have been taken pursuant to the privacy regulations.

##### **Your right to rectify**

You have the right to ask us to correct inaccurate information about you or to complete incomplete information.

##### **Your right to oppose**

At any time and without justification, you have the right to oppose the processing of your data, that is to ask us to no longer use your data, you can send us an email to the address [president@wukf-karate.org](mailto:president@wukf-karate.org).

You also have the right to oppose the processing of your data on the basis of your particular situation in all cases where we treat your personal data on the basis of our legitimate interest (see above).

#### **Your right to oblivion**

You also have the right to request that your data be completely deleted from our database in the cases listed by law (illegal treatment, treatment that has become auxiliary in relation to the purposes pursued, if you have consent to the treatment and that you withdraw it...). You also have this right when you exercise your right of objection for direct marketing purposes.

The right to oblivion applies only in the legal cases listed above. It will therefore not be applicable to comply with our legal accounting and tax obligations or in case of litigation, if we are to use the data as part of our obligation of proof.

We draw your attention to the fact that the right to oblivion has the consequence that you disappear from our file but that you can in the future again be registered (since we do not keep track of your request). If you no longer wish to be contacted by WUKF, we advise you to use your right of objection instead (see above).

#### **Your right to treatment limitation**

In case of dispute regarding the processing of your data, you can request the limitation of the processing of your data. In this case, we will no longer use your data until the challenge has been resolved.

#### **Exercising your rights**

You must send us a written request. To exercise your rights, we ask you to provide us with proof of your identity (to prevent us from disclosing your data to other people). We would prefer to add a copy of your identity card to your request.

You can contact us at the following address: [president@wukf-karate.org](mailto:president@wukf-karate.org). If you ask us for this information in electronic format, except on your behalf, we will also reply electronically.

In accordance with the privacy regulations, your application will be processed within thirty days, from the moment we are in possession of all the necessary elements to the processing of your application. If your request is complex, this period may be extended by a maximum of two months, but we will inform you beforehand.

For more information on our data protection policy or for any claims regarding your privacy, you can contact our data protection officer at the address.

You also always have recourse to the data protection authority at the address [contact@apd-gba.be](mailto:contact@apd-gba.be).

To the extent possible, WUKF will inform the partners to whom your data would have been transmitted from your correction requests , right to oblivion or restriction of treatment, so that they may themselves take into account your requests.

Please note that this data protection policy could be adapted, so we recommend that you consult this document regularly.