



INTERNATIONAL TAEKWON-DO FEDERATION (ITF)

ITF PRIVACY POLICY

Official ITF Online Platform and ITF Database

Approved by the ITF Executive Board, with immediate effect from October 1st, 2020

2020

Effective Date: October ^{1st}, 2020

Introduction

International Taekwon-do Federation (ITF) is committed to respecting your privacy.

In accordance with the Regulation of the International Taekwon-do Federation (“ITF”), the Official ITF Online Platform with integrated ITF Database of members (“ITF DB”) aims at unifying the global community of ITF Taekwon-Do practitioners and enthusiasts by emphasizing the values of inclusion, excellence, global citizenship and good will.

The Official ITF Online Platform with integrated ITF Database is responsible for providing the latest technology in membership management and creating a comprehensive database of all individuals involved in the art/sports of ITF Taekwon-Do, so that ITF, Continental Federations (CFs), National Governing Bodies (“NGBs”), Associate Governing Bodies (“AGBs”), Schools and Clubs of the ITF can more effectively manage their respective memberships, events and tournaments.

This policy applies to you if you are either:

- an individual practitioner (Athlete, Participant) of ITF Taekwon-Do who has registered for membership of ITF and/or whose details we have collected from one of our Continental Federations, NGBs/Clubs or Schools; or
- an Instructor, Coach, Official, Executive, Umpire or Supporter, who has registered for membership

References to ‘we’, ‘our’ or ‘us’ in this privacy policy are to the International Taekwon-do Federation (ITF), which is a non-profit organization domiciled in Austria with its registered office at Draugasse 3, 1210 Vienna, AUSTRIA.

We have appointed a Data Protection Officer to oversee our compliance with data protection laws. Contact details are set out in the “Contacts” section at the end of this privacy policy and at the ITF Official Webpage at itf-tkd.org

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you sign up for membership with us, you may provide us with or we may obtain personal information about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership details including start and end date;
- records of your interactions with us, such as telephone conversations, emails and other correspondence and your instructions to us;

- use of and movements through the ITF Online Platform with integrated ITF Database, including passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- records of your attendance at any events or competitions in ITF Taekwon-do worldwide; and
- your marketing preferences so that we know whether and how we should contact you.

ATHLETES/PARTICIPANTS

If you are an athlete/participant who has registered his/her interest in participating in the sport, you may also provide us with or we may obtain the following additional personal information from you:

- identification documents such as passport and identity cards;
- details of any club and/or country membership;
- details of next of kin, family members, coaches and emergency contacts;
- records and assessment of any rankings, gradings or ratings, competition results, details regarding events/matches/tournaments attended and performance (including that generated through any programmes);
- any disciplinary and grievance information;
- any anti-doping information as required for the compliance with the WADC
- Instructors, Coaches and Officials

If you have registered with us as a coach/instructor/official/umpire, you may also provide us with or we may obtain the following additional personal information from you:

- any International Instructor certificate and recognition plaque number;
- your current affiliated club and the or other organisation (if applicable);
- coaching/teaching qualification and/or officiating history and any grading;
- accreditation/qualification start and end date; and
- identification documents such as passport, utility bills, identity cards, etc.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “special categories” of more sensitive personal information regarding you:

- information about your race or ethnicity;
- information about your health, including any medical condition and disability details.

In relation to the special category personal data that we do process we do so on the basis that it is necessary for the purposes of carrying out the obligations and exercising our or your rights in social protection law; or based on your explicit consent.

We may also collect criminal records information from you. For criminal records history, we may only process it on the basis of legal obligations or based on your explicit consent.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you register for the ITF ID at the ITF Online Platform with Integrated Database and set up your personal profile

there to become a member of ITF, to purchase any services or products we offer online, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are a practitioner of ITF Taekwon-Do we also may collect personal information about you from any club, school or other organisation you are affiliated with or from other referrals such as from Instructors or coaches.

If you are providing us with details of Umpires, referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy policy with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights in relation to personal information” section below.

4. USES MADE OF THE INFORMATION

The List below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

4.1 All Members

a. Purpose

To administer any membership account(s) you have with us and managing our relationship with you, and dealing with payments and any support, service or product enquiries made by you.

Personal information used

All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.

Lawful basis

This is necessary to enable us to properly manage and administer your membership contract with us.

b. Purpose

To arrange and manage any contracts for the provision of any merchandise, products and/or services.

Personal information used

All contact and membership details. Transaction and payment information.

Lawful basis

This is necessary to enable us to properly administer and perform any contract for the provision of merchandise/products/services.

c. Purpose

To send you information which is included within your membership benefits package,

including details about, competitions and events, commercial partner offers and ITF e-shop discounts and any news/updates on ITF Taekwon-Do.

Personal information used

All contact and membership details.

Lawful basis

This is necessary to enable us to properly manage and administer your membership contract with us.

d. Purpose

To answer your queries or complaints

Personal information used

Contact details and records of your interactions with us.

Lawful basis

We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership

e. Purpose

Retention of records

Personal information used

All the personal information we collect

Lawful basis

We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and in some cases, we may have legal or regulatory obligations to retain records.

We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

f. Purpose

The security of our IT systems

Personal information used

Your usage of our IT systems and online portals.

Lawful basis

We have a legitimate interest to ensure that our IT systems are secure.

g. Purpose

To conduct data analytics studies to better understand event attendance and trends within the sport.

Personal information used

Records of your attendance at any events or competitions in ITF.

Lawful basis

We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.

h. Purpose

To comply with health and safety requirements

Personal information used

Records of attendance

Lawful basis

We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.

ATHLETES/PARTICIPANTS

i. Purpose

To administer and monitor your attendance at events and competitions

Personal information used

All non-medical performance and attendance data. Details of any affiliated club and/or NGB membership.

Lawful basis

This is necessary to enable us to register you on to and properly manage and administer your development through the performance programme.

j. Purpose

To gather evidence for possible grievance or disciplinary hearings

Personal information used

All the personal information we collect including any disciplinary and grievance information.

Lawful basis

We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.

For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

k. Purpose

For the purposes of equal opportunities monitoring

Personal information used

Name, title, date of birth, gender, information about your race or ethnicity, health and medical information and performance data.

Lawful basis

We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible. We process special category personal data on the basis of the “special category reasons for processing of your personal data”.

Instructors, Coaches, Officials and Executives

I. Purpose

To administer your attendance at any ITF Taekwon-Do related meetings, conferences, Congresses, courses and seminars you sign up to

Personal information used

All contact and membership details, transaction and payment data. Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history.

Lawful basis

This is necessary to enable us to register you on to and properly manage and administer your development through the course and/or programme and involvement through other meetings

m. Purpose

To conduct performance reviews, managing performance and determining performance requirements

Personal information used

All performance and attendance data and information about your health.

Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history.

Qualification start & end dates.

Lawful basis

This is necessary to enable us to properly manage and administer your development through the course and/or programme. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.

n. Purpose

To make decisions about your progression and accreditation status

Personal information used

All performance and attendance data and information about your health.

Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history.

Lawful basis

This is necessary to enable us to properly manage and administer your development through the course and/or programme. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.

o. Purpose

To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements.

Personal information used

Information about your criminal convictions and offences

Lawful basis

For criminal records history, we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your position as a member. For other personal information, you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the “Contacting us” section below. Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- Any party approved by you.
- Our supply chain partners & sub-contractors, such as couriers.
- Our Commercial Partners: for the purposes of providing you with information on any special offers, opportunities, products and services and other commercial benefits provided by our commercial partners as part of your membership package.
- The Government or our regulators: where we are required to do so by law or to assist with their investigations or initiatives.

- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above.

6. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect may be transferred to and stored in countries outside of Austria and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third party processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws. For further details please contact us by using the details set out in the “Contacts” section below.

7. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Generally, where there is no legal requirement we retain all physical and electronic records for a period of 7 years after your last contact with us. Exceptions to this rule are: Information that may be relevant to personal injury claims, or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after your membership ceases.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

You are able to update some of the personal information we hold about you through the ITF Online Platform with Integrated ITF Database. You can also contact us using by using the details set out in the “Contacts” section below.

8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about the collection and the use of their personal
- the right to access personal data and supplementary information
- the right to have inaccurate personal data rectified, or completed if it is incomplete
- the right to erasure (to be forgotten) in certain circumstances (The right-to-erasure form is included with the ITF Privacy Policy)
- the right to object to or restrict processing in certain circumstances (contact your local Data Protection Coordinator or the ITF DPO directly)

- the right to data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services
- rights in relation to automated decision making and profiling (not done by ITF)
- the right to withdraw consent at any time (where relevant)
- the right to complain to a Data Protection Authority

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the “Contacts” section below.

If you are unhappy with the way we are using your personal information, we are here to help and encourage you to contact us to resolve your complaint first. Alternatively, you can contact the Data Protection Authority in your country to file a complaint.

9. CHANGES TO THIS POLICY

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page.

For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

10. CONTACTS

In the event of any query or complaint in connection with the information we hold about you, please email dpo@taekwondo-itf.com or write to us at: International Taekwondo Federation (ITF), Draugasse 3, 1210 Vienna, Austria.

RIGHT-TO-ERASURE REQUEST FORM

As an ITF member, you are entitled to request us to erase any personal data we hold about you under EU General Data Protection Regulation (GDPR).

We will do our best to respond promptly and in any event within one month of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request, whichever happens to be later.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting that we erase and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full name:

Address:

Contact telephone number:

Email address:

SECTION 2: Are you the data subject†

Please tick the appropriate box and read the instructions which follow it.

YES: I am the data subject. I enclose proof of my identity (see below).
(Please go to Section 4)

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). **(Please go to Section 3)**

To ensure we are erasing data of the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

1) Proof of Identity

Passport, photo driver's license, national identity card, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driver's license;

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from section 1)

Full name:

Address:

Contact telephone number:

Email address:

SECTION 4: Reason for erasure request

Given the sensitive nature of erasing personal data, GDPR Article 17(1) requires certain conditions to be met before a request may be considered. Please supply us with the reason you wish your data to be erased and please attach any justifying documents to this one.

Please tick the appropriate box:

- You feel your personal data is no longer necessary for the purposes for which we originally collected it.
- You no longer consent to our processing of your personal data.
- You object to our processing of your personal data as is your right under Article 21 of the GDPR.
- You feel your personal data has been unlawfully processed.
- You feel we are subject to a legal obligation of the EU or Member State that requires the erasure of your personal data.
- You are a child, you represent a child, or you were a child at the time of the data processing and you feel your personal data was used to offer you information society services.

SECTION 5: What information do you wish to erase?

Please describe the information you wish to erase. Please provide any relevant details you think will help us to identify the information. Providing the URL for each link you wish to be removed would be helpful.

Also, please explain, if it is not abundantly clear, why the linked page is about you or the person you are representing on this form.

Please note that. In certain circumstances, where erasure would adversely affect the freedom of expression, contradict a legal obligation, act against the public interest in the area of public health, act against the public interest in the area of scientific or historical research, or prohibit the establishment of a legal defense or exercise of other legal claims, we may not be able to erase the information you requested in accordance with article 17(3) of the GDPR. In such cases, you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to erase the personal data, you request, we nevertheless reserve the right, in accordance with Article 12(5) of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive.” However, we will make every effort to provide you with the erasure of your personal data if suitable.

SECTION 6: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to _____ is true. I understand that it is necessary for _____ to confirm my/the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed: Date:

Documents which must accompany this application:

- **Evidence of your identity (see section 2)**
- **Evidence of the data subject’s identity (if different from above)**
- **Authorization from the data subject to act on their behalf (if applicable)**
- **Justification for erasure of data (see section 4)**