

	<p><b>Somerset Wing Chun Kung Fu</b></p> <p><b>Data Protection Act</b></p> <p><b>Declaration</b></p>	
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The Data Protection Act 1998 requires that Personal Data (can include Photo/Image, Name, Address or Contact Details) be processed in accordance with the Principles of the Act.

In order to provide records, administration and accounting services to the students and instructors of Somerset Wing Chun Kung Fu (SWCKF) and the International Association of Wing Chun Kung Fu (IAWCKF) it is necessary to hold minimal Personal Data in relation to individual students.

In addition SWCKF maintains a general website area for the purposes of Promoting and Marketing SWCKF.

In order to make information readily available to members a membership list will be maintained protected by a password and distributed only to FULL MEMBERS.

Where student images appear in the general display area of the website they will only be accompanied with Name, unless expressly authorised by the individual.

Somerset Wing Chun Kung Fu will comply with the Data Protection Act in regard to personal data supplied by the individual.

This includes Images, Names and Contact Details used for but is not limited to Membership lists, T-Shirt lists, Assessment Records, Accountancy records and other spreadsheets and documents appropriate to the running of the clubs and organisations.

Personal Data will only be disclosed within the confines of the SWCKF and will not be disclosed outside this boundary unless approved and consented to by the individual.

In accordance with the DPA 1998 and for the purposes explained in this document, the individual student is asked to give EXPLICIT CONSENT for the collection and processing of their personal data by Somerset Wing Chun Kung Fu and the IAWCKF.

**Consent Statement:**

I give explicit consent to the collection, storage, processing and disclosure of my personal data supplied to Somerset Wing Chun Kung Fu or the International Association of Wing Chun Kung Fu for the purposes as outlined in this document.

Full Name (Print): .....

Date: .....

Signature: .....