

CWK Privacy Policy

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About the CWK Privacy Policy

Chen Wu Kuan ("CWK", "we", "us", "our") is committed to the protection of the personal information of our students ("students", "student", "they", "their", "you", "your"), and we will always use it in a safe, secure and legal manner in line with the General Data Protection Regulations (GDPR).

Student information that we collect

Information that we collect include:

- Personal data – such as name, postal address, email address, telephone number, date of birth, emergency contact information
- Special categories of data – such as health, medical background
- Background data – such as previous martial arts experience, occupation
- Record of activities with CWK – such as log of class attendance, grading records

How we use this information

Student information is used for the following purposes:

- For the best possible development of students in our system of martial arts, with an informed knowledge of learning, physical and medical needs to enable the safe running of classes
- To enable students to develop through the appropriate junior or adult CWK syllabus
- As a prerequisite of CWK registration with the British Council for Chinese Martial Arts (BCCMA) for legal and insurance purposes
- For the administration of CWK enrolment and log of class attendance in compliance with students' insurance requirements
- For the safeguarding and welfare of students

Who we share the information with

We share particular student information as follows:

- The student name is shared with the BCCMA for the purchase of student insurance
- Student information as required and specified by emergency services or law enforcement in the event of an emergency or situation likely to result in a risk to the welfare and/or rights and/or freedoms of the student

The legal basis for using this data

We process this information under the enrolment contract you have entered into with CWK, where your information is processed by means of consent, with appropriate safeguards, and is in the vital interests of the students and legitimate interests of CWK.

Collecting the information

Whilst the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect your information, we make it clear whether providing it is mandatory or optional on the forms you complete and hand to CWK Instructors. Mandatory data will be required to supply and maintain a contract with you and to meet legal or statutory requirements.

How we protect personal data

CWK is committed to keeping all data securely to prevent loss of data, misuse or unauthorized access. Student data is kept under lock or password protection. Access is restricted to authorized CWK representatives only.

How to update your information

The CWK enrolment period runs between 01 January and 31 December each year. Enrolment is renewed annually when students are required to provide up-to-date details.

Students can and should notify CWK of any significant updates of which their Instructor should be made aware in the interim period.

Retention period

All student data are held for the duration of the active enrolment year and up to one year afterwards, with the exceptions listed below.

Exceptions are as follows:

- Preceding years' enrolment details are retained for up to five years. Beyond the one year following the student's active enrolment year, these details relate to the student by name only and are not linked to any other personal data.
- Class attendance registers are retained for up to five years, and relate to students by name only and are not linked to any other personal data.
- Grading records are held indefinitely unless otherwise requested in writing, to allow students who have become inactive to resume training at a later date at their previous grade according to the Instructor's discretion. The alternative is a default reset to the first grade upon return following an extended period of absence.

Once the retention period has expired, the student's data will be destroyed or anonymised so that the data cannot be linked to any individual.

Your rights

Students have the right to be informed on how we use their data, which is detailed in this Policy. If you have any further questions, please contact us via email at contact@chenwukuan.com.

As provided by the GDPR, students also have the right to rectification, the right of access (subject access) and the right to be forgotten (erasure). To exercise any of these rights, please contact us via email at contact@chenwukuan.com.

Contact us

If you have any questions about this Privacy Policy, please contact us via email at contact@chenwukuan.com.

Changes to the CWK Privacy Policy

To keep up with any changes in legislation and CWK best practice on how we handle and protect personal data, the CWK Privacy Policy may be revised at any time without notice by posting an updated version on the CWK website, <https://chenwukuan.com>.

This CWK Privacy Policy was last updated on 02 May 2023.