

Shintani Wado Kai Karate Federation (SWKKF)

Privacy Policy

Executive Summary

At the Shintani Wado Kai Karate Federation (SWKKF), we value the trust our members place in us. With over 1,900 members, 60+ clubs, and 400 black belts across Canada -- and affiliated clubs in the U.S. -- we are committed to safeguarding personal information with care and respect.

This Privacy Policy outlines how we collect, use, protect, retain, and share personal information. Whether you're a student, instructor, volunteer, or visitor to our website, we want you to feel confident that your privacy is protected. We follow Canadian federal and provincial privacy laws and strive to be transparent, responsible, and respectful in all our practices.

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Shintani Wado Kai Karate Federation (SWKKF)

1. Principles

SWKKF is committed to protecting the privacy of our members, participants, and website visitors. We collect personal information through our website, email, and paper forms, and we manage it in accordance with Canadian privacy laws.

Personal information includes anything that can identify you -- like your name, address, email, phone number, or photo. We collect this information to support our programs, events, and services.

2. Applicability

This policy applies to identifiable personal information. It does not apply to aggregated or anonymized data, which cannot be linked to any individual. SWKKF may use aggregated data for analysis, planning, or reporting.

3. Accountability

We collect, use, and share personal information only when necessary and in fair, lawful ways. We never sell or trade your information.

This policy does not apply to external websites linked from our site. Please review their privacy policies before sharing your information.

The SWKKF Senate is responsible for ensuring this policy is followed and for overseeing privacy-related matters.

4. Definitions

Personal Information refers to any recorded data that identifies or could identify an individual.

We may collect:

- Identification details: name, address, email, phone, date of birth, gender, medical history, certifications, past event participation
- Website and technical data: IP address, browser type, pages visited, time spent, cookies and tracking preferences

Cookies help us improve your experience and can be managed through your browser settings.

5. Collection of Personal Information

We collect personal information to:

- Build and maintain relationships with members
- Understand member needs and improve services
- Share news, photos, and updates via our website and social media
- Register members for events and programs
- Administer competitions and karate-related activities
- Handle emergencies and insurance matters
- Organize travel for national/international events
- Meet legal and regulatory obligations

We collect information through:

- Registration forms and contracts
- Emails and phone calls
- Website interactions (cookies, analytics)
- Public sources or third-party providers

We only collect what's necessary and appropriate for the intended purpose.

6. Consent

We aim to obtain consent directly from individuals whenever possible. By providing your personal information, you agree to its collection, use, and disclosure as outlined in this policy.

Consent may be:

- Express (written or verbal)
- Implied (through actions)
- Provided by a parent/guardian or authorized representative

If you provide information about someone else, you must confirm you have their consent.

7. Withdrawal of Consent

You may withdraw your consent at any time with reasonable notice. However, some services may require personal information to function properly.

For example, opting out of email communications may limit your access to updates or event details. We'll explain any implications before processing your request.

8. Use of Cookies

Cookies are small files placed on your device during website visits. They help us:

- Remember your preferences
- Analyze site usage to improve design and functionality

You can accept or decline cookies and adjust your browser settings. Cookies do not reveal personal information.

9. Use of Information

We use personal information to:

- Register athletes and manage event logistics
- Distribute newsletters like The Harmonizer
- Respond to inquiries and support website functionality
- Promote programs and develop services
- Fulfill legal and risk management obligations

We never use your information for purposes beyond those stated, unless you give consent or the law requires it.

10. Security, Storage and Retention

We take the security of your personal information seriously. SWKKF uses physical, organizational, and technological safeguards to prevent loss, misuse, unauthorized access, disclosure, or alteration. This includes secure disposal when information is no longer needed.

Security measures include:

- Data encryption
- Firewalls
- Strict access controls
- Staff training on data protection
- Regular security audits

Any misuse of personal information by SWKKF staff or members is treated as a serious matter and addressed under our Discipline and Complaints Policy.

Please note that transmitting information online carries inherent risks. We encourage individuals to take precautions when sharing personal data.

We retain personal information only as long as necessary for the purpose it was collected. Retention periods vary depending on the nature of the service and may extend beyond the end of a member's relationship with SWKKF to address future inquiries or legal obligations.

11. Access and Member Rights

Members have the right to:

- Request access to their personal information
- Correct or update their personal information

Questions or requests should be directed to the Head Instructor or a member of the Senate.

Complaints regarding privacy compliance should follow the procedures outlined in the Discipline and Complaints Policy.

SWKKF may decline access to personal information if:

- It would reveal information about another individual or a deceased person
- It is protected by legal privilege
- It is not readily retrievable or would be disproportionately costly to provide
- It does not exist or cannot be found through reasonable effort
- It may interfere with law enforcement or regulatory investigations
- It is restricted under applicable legislation

If access is denied, we will provide the reasons for non-disclosure.

12. Disclosure

We may disclose personal information:

- To fulfill the purpose for which it was collected
- With your consent
- To comply with legal orders or government requests
- For awards and recognition programs
- In emergencies (e.g., providing contact info to 911)
- If the information is publicly available

We only disclose the minimum necessary information.