



Kai Ming Association for Tai Chi Chuan



Application for Membership

Name: **Gender:**

Age band: (10 - 18) (18 - 30) (30 - 45) (45 - 65) (65 - 85) (85 +)
(Please tick as appropriate)

Address :
.....
.....

Email:

Telephone: **Mobile:**

Other Association Memberships:

DECLARATION

I promise to abide by the rules of the Kai Ming Association; to respect my seniors and my Instructors; to always act in a manner that will bring credit to my art and its practitioners.

I shall not misuse the skills taught to me, and fully accept the responsibility I bear as a student of these ancient arts, and as a direct descendant of the founders and developers.

Privacy Statement

- I have read the Privacy Policy for the Kai Ming Association for Tai Chi Chuan, that informs me how and why my personal information is managed, and where it is held.
- I understand that Kai Ming will review my personal details annually, and I agree to update Kai Ming immediately with any changes that may occur within that time.
- So that I may receive information electronically, I agree that my email address is included in the
 - **Kai Ming Association Mailing List**
 - **Class Members' Mailing List**
- I understand that I may request my details be removed at any time, but I would continue to receive important Member information by an alternative method.
- I agree for my name and photographs to be included in relevant items posted on the Kai Ming Association's Website, in the Newsletters, and social media when relevant.
- I understand that I may request that my personal data be removed from the Kai Ming Membership data base at any time, and that by doing so I will cease to be a member of the Association

Signature: **Date:**

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Official Use Only

Commencement date: Renewal date:

Membership Number: Authorisation signature:



Kai Ming Association for Tai Chi Chuan



Privacy Notice

Kai Ming Association for Tai Chi Chuan comprises a number of Clubs currently across the West Midlands, Worcestershire and parts of Staffordshire, run by qualified Instructors, under the overarching management and guidance of the Principal Instructor.

In compliance with the GDPR 2018, the lawful bases on which the Kai Ming Association holds the personal details of its Members are **Legitimate Interest** and **Consent**.

Where Kai Ming holds your personal details, and how Kai Ming uses your information:

The Kai Ming Association uses Application for Membership and Renewal of Personal Details Forms that are completed, as can reasonably be expected, by individuals wishing to become/remain members of the Association. Personal details are reviewed every five years. Students have a duty to notify the Association of any change in their personal details within that period.

The personal details contained within these Forms, namely name, address, gender, age band, telephone and email details, are kept by the Class Instructor, currently in their original paper form, and held securely. Specific details for each Member are submitted to the Association's Membership Secretary to be forwarded to the British Council for Chinese Martial Arts (BCCMA) for registration purposes to obtain insurance cover, and to gain a unique membership number. Other than to the latter, personal details are not released to any other person within the Association without the individual's permission, and are never released to sources external to the Association.

Instructors within the Association have a separate email/telephone database for communication purposes.

The information provided on the Forms generates the Kai Ming Membership database, identifying the paid up membership, providing the actual membership numbers within the local Clubs of the Association, identifying the size of the whole Association, and providing factual information when applying to grant awarding bodies.

Contact details provided by members attending each class are held by the class instructor for members to receive information electronically about Class issues, hall closures, etc. Members can request that their personal email be removed from this mailing list at any time. Members not having an email address will receive important information using other methods.

In addition, individuals voluntarily consent to their name and email details being held by the Principal Instructor of the Association as Manager of the Kai Ming Association's Mailing List, for the purposes of being kept informed electronically of Kai Ming activities and events, and receiving Newsletters. This list comprises email details for Members of Kai Ming, as well as members of the general public wishing to be kept informed.

Kai Ming's management of these details comply at all times with the PECR (Privacy and Electronic Communications Regulations 2018).

Individuals can request their personal email address be removed from this Mailing List at any time. Emails are not shared with any external organisations or individuals.

Similarly, Kai Ming has an active website providing details of all Club venues, training activities and events, and uses social media to publicise/report on events - Members can request at any time that their photograph not be included.

Members can request that their personal details be removed from the Kai Ming Association Membership database at any time, and by doing so they cease to be a Member of the Association. This will also remove their details from the Members Only Mailing List, and the General Mailing List. Should they wish to be included in the latter they will need to 'opt' back in, providing their name and email details to the General Mailing List Manager, either directly or via the Kai Ming Association website link.

April 2018