



INTERNATIONAL TAEKWON-DO FEDERATION (ITF)

ITF REGULATION

Official ITF Online Platform and ITF Database

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

Sep. 2020

ARTICLE 1. Mission Statement

1.1 The International Taekwon-do Federation (ITF) is the International Sports' Governing Body for ITF Taekwon-do. This Regulation governs the implementation and operations of the Official ITF Online Platform with integrated ITF Database (ITF DB) which is a part of ITF.

1.2 The Official ITF Online Platform with integrated ITF Database (ITF DB) is a singular digital solution, containing a complete membership database comprised of all registered ITF Taekwon-do practitioners in good standing:

1.2.1 Practitioners include, but are not limited to athletes, instructors, umpires, coaches, officials, executives, medical staff, support staff, media, volunteers and fans.

1.2.2 Each individual in the Official ITF Online Platform with integrated ITF Database (ITF DB) is assigned a unique identification number ("ITF ID").

1.3 The Official ITF Online Platform with integrated ITF Database (ITF DB) is a singular digital solution to the ITF HQs, Continental Federations and all NGBs for the management of memberships, seminar/ courses, events and tournaments in their respective countries.

1.4 The Official ITF Online Platform with integrated ITF Database (ITF DB) will continue to improve by providing additional tools to ITF HQs, Continental Federations and all NGBs for the management of memberships, seminar/ courses, events and tournaments in their respective countries. It will also aim to provide value-added services for all members of the ITF community.

1.5 The official language of the ITF Official Online Platform and Database is English.

ARTICLE 2. Legal provisions

2.1 With the current Regulation, the International Taekwon-do Federation (ITF) as the International Sports' Governing Body for ITF Taekwon-do, exercises its undisputable right to impose its rules on its ultimate addressees (the individual members) through contract and quasi-contractual chains of submission via the Continental Federations, NGBs/AGBs and Clubs.

2.2 ITF as an International sporting federation creates and formulates rules and regulations meant to be universally observed throughout the particular sport of ITF Taekwon-do. The need for uniformity throughout international sport is the reason for harmonisation of rules amongst national associations so that the same rules are universally followed and enforced:

2.2.1 Every single member wishing to participate in organized sports, within its pyramid structure, must submit himself/herself to the binding regulations enacted by the sports' governing body.

2.2.2 Once the data subject (member) is paying a fee in return for membership, fulfilment of contract is the legal permission reliance on the lawful grounds for obtaining and processing personal data of members.

2.3 To exercise its governing functions as the sport's governing body, the International Taekwon-do Federation (ITF) has a very legitimate interest that it needs to be able to process personal data of all individual members for various purposes, including but not limited to the following:

2.3.1 maintain the uniform standards of excellence in all official National and any International Tournaments as well as any other events organized in the ITF Taekwon-Do worldwide, including but not limited to International Technical Seminars and International Instructor/Umpire Courses;

2.3.2 track the precise number of Clubs under each ITF NGB/AGB;

2.3.3 verify that members follow traditional educational modules of the ITF Taekwon-do;

2.3.4 verify that members receive their grades and degrees officially, timely and in a proper sequence with respect to the ITF Constitution, Bylaws and the ITF rules;

2.3.5 verify that members participate in the events organized in ITF Taekwon-do according to their official ITF Gup Grades and Dan Degrees;

2.3.6 verify that Clubs and Instructors operate in compliance with the ITF Constitution, Bylaws and the ITF rules;

2.3.7 verify that all the individual results achieved by athletes, are recorded in a uniform manner because only by doing so, results are truly comparable and rating scales can be adopted;

2.3.8 monitor data on sanctions, possible doping offences, WADA e-learning, transfer movements, etc. of all participating members.

ARTICLE 3. ITF Online Platform with Integrated Database - Key Features

3.1 ITF Database of members (ITF DB)

- Member Personal Profile and ITF ID number
- Member WADA status and e-learning Certificates verification
- Gup promotion history
- Dan promotion history
- International Instructor qualification status
- International & National Umpire qualification (A/B class) status
- Award of ITF Order & Outstanding Instructor Medal history
- ITF Honorary Dan promotion history
- Recognition Plaques & its annual renewals status
- History of serving in ITF, Continental Federation(CF) & NGB
- Positions: President, Secretary General etc.
(incl. ITF, ITF Sub-committees, CFs, NGBs)
- Roles of activities (Athlete, Coach, Umpire, etc.)
- Thesis & Publication
- Professor, Doctor etc.

3.2 Membership Categories

There are five (5) types of membership categories for which an ITF ID can be obtained:

3.2.1 ITF ID for Athletes (**IDA**).

The IDA is for any athlete/practitioner who registers in the ITF Database.

3.2.2 ITF ID for Instructors (**IDI**).

The IDC is for any personnel such as instructors, coaches, trainers or any other individual that plays a respective role (require validation by the NGB).

3.2.3 ITF ID for Officials (**IDO**).

The IDO is for any officials such as umpires, medical staff, National team managers or any other individuals who play a respective role according to its NGB.

3.2.4 ITF ID for Executives (**IDX**).

The IDX is for high level executives or VIPs of ITF, a CF and an NGB, such as board members, standing committee members. This is a limited number of IDs that is determined solely by the ITF HQ.

3.2.5 ITF ID for Supporters (**IDS**).

The IDS is a unified category for all individuals who do not fall under any of the above categories, such as, volunteers, fans and parents/guardians.

3.3 ITF Live (Conventional) and Online Event Management System

- Event Accreditation
- Live & Online Event Registration and management
- Results Reporting
- Ratings
- Video archives
- Electronic scoring systems plug-ins
- CFs, NGBs & Sub-Organizations Management System and Directory
- Club Management System
- ITF Cyber Arena for Online competitions

3.4 ITF Academy

- International Webinars (Seminars)
- Online Certification
- ITF International Seminar / Course / Camp registration and records
- ITF Grand Masters' online classrooms

3.5 ITF e-shop, featuring ITF Official merchandise

ARTICLE 4. Responsibilities of the ITF HQs, ITF Continental Federations (CFs) and ITF National Governing Bodies (“NGBs”)

4.1 Responsibilities of International Taekwon-do Federation (ITF)

4.1.1 The International Taekwon-do Federation (ITF) as an international sport’s governing body domiciled in Austria is subject to the General Data Protection Regulation (GDPR) which is the Law of the European Union that protects all natural persons (data subjects) regarding the processing and free movement of their personal data. In accordance with the GDPR ITF must appoint a Data Protection Officer.

4.1.2 As a WADA Code signatory in good standing, the International Taekwon-do Federation (ITF) is subject to the WADA International Standard for the Protection of Privacy and Personal Information (“ISPPPI”) which is the international standard that protects all natural persons (data subjects) regarding the processing and free movement of their personal data for the anti-doping purposes.

4.1.3 The ITF HQ fully controls and manages the Official ITF Online platform with Integrated ITF Database through processing provided by the ITF Online Platform Team.

4.1.4 The ITF HQ reserves the right to require that each Club, NGB and CF sign data protection agreements that can be modified and/or supplemented from time to time, with each individual member (parent/guardian) under them.

4.1.5 Terms, conditions and pricing details are communicated to all NGBs and CFs by the ITF HQ and are subject, from time to time, to adjustments determined by ITF.

4.1.6 NGBs in need of assistance in understanding of this Regulation should contact the ITF HQ for support.

4.2 Responsibilities of the ITF Continental Federations (CFs)

4.2.1 Continental Federations (CFs) are required to implement this Regulation, as amended from time to time, and adopt it as their Continental Regulation not later than within 30 days after the date this Regulation comes into effect.

4.2.2 Each CF is required to ensure and warrant compliance with any applicable National laws, rules and regulations governing the protection of the member’s personal and/or sensitive information collected and processed under the terms of this Regulation.

4.2.3 Each CF is required to ensure and warrant compliance with the WADA International Standard for the Protection of Privacy and Personal Information (“ISPPPI”) governing the protection of the member’s sensitive information collected and processed under the terms of this Regulation.

4.2.4 Each CF shall designate and appoint an English-speaking Data Protection Coordinator from the Executive Board, who will carry out the responsibilities of implementation of the Official ITF Online Platform with Integrated ITF Database within their area as well as report to the ITF Data Protection Officer on the compliance matters related to this ITF Regulation, the EU General Data Protection Regulation (GDPR) and

the WADA International Standard for the Protection of Privacy and Personal Information (“ISPPPI”).

4.2.5 The local Data Protection Coordinator will be the contact person between the registering or renewing CFs/NGBs/Clubs and the ITF HQ/ ITF Data Protection Officer;

4.2.6 The local Data Protection Coordinators shall be responsible for understanding the Official ITF Online Platform with Integrated Database system as well as for disseminating and advocating information about it to the membership in their respective domains.

4.3 Responsibilities of National Governing Bodies (“NGBs”)

4.3.1 All ITF NGBs/AGBs are required to implement this Regulation, as amended from time to time, and adopt it as their mandatory National Regulation not later than within 30 days after the date this Regulation comes into effect.

4.3.2 In order to provide the ITF membership, all Clubs must require name, address, date of birth, email and phone number of every student or his parents/guardians with no exceptions. Parental/guardian consent is required for any person under age to enter into a ‘contract’ (e.g. membership)

4.3.3 Each NGB/AGB is required to ensure and warrant compliance with any applicable National laws, rules and regulations governing the protection of the member’s personal and/or sensitive information collected and processed under the terms of this Regulation.

4.3.4 NGB/AGB is required to ensure and warrant compliance with the WADA International Standard for the Protection of Privacy and Personal Information (“**ISPPPI**”) governing the protection of the member’s sensitive information collected and processed under the terms of this Regulation.

4.3.5 Each NGB shall designate and appoint an English-speaking Data Protection Coordinator from their Executive Board, who will carry out the responsibilities of implementation of the Official ITF Online Platform and ITF Database within their area as well as report to the ITF Data Protection Officer on the compliance matters related to this ITF Regulation, the EU General Data Protection Regulation (GDPR) and the WADA International Standard for the Protection of Privacy and Personal Information (“ISPPPI”).

4.3.6 The local Data Protection Coordinator will be the contact person between the registering or renewing NGBs/Clubs and the ITF HQ/ ITF Data Protection Officer;

4.3.7 The local Data Protection Coordinator shall be responsible for understanding the Official ITF Online Platform and Database system and disseminating and advocating information about the Official ITF Online Platform with Integrated Database to the membership in their respective domains.

4.3.8 Verification of information

It is the responsibility of the NGB/AGB to verify that the information provided for each ITF ID is accurate and complete.

4.3.9 Non-discrimination

Each NGB/AGB must have a Policy of Non-discrimination when approving an application for the ITF ID. Requirements for issuing each ITF ID should be applied consistently across all members in a particular ITF ID category with the goal of including as many members as possible. If an NGB denies an application for the ITF ID, good cause must be presented to the ITF HQ in order to issue official responses to disputes from those applicants whose ITF IDs have been denied. Good cause is presumed if an NGB has undertaken a formal sanctioning process in line with the International Taekwon-do Federation dispute resolution modality.

4.3.10 Non-Transferability of the membership.

Memberships are non-transferable between NGBs; if an athlete/official holds an ID issued by one country but would like to represent another country, a new ID from that country is required.

4.3.11 Regular and timely updates of the members' records regarding the Gup promotions is the direct responsibility of Instructors and the respective NGBs.

4.3.12 Club Instructors register their individual members.

At the initial registration, filing the detailed Gup/Degree promotions history per member is optional and it may be recorded in the system by an Instructor at his/her own discretion. Nevertheless, submitting this information might become mandatory at a later date at the ITF HQ discretion.

4.3.13 Gup Certificate

Every Instructor will be given an optional right to request and download the official ITF GUP Certificate for each of the students after filing the promotion history or updating his/her Gup grading details in the ITF Database. The Instructors' cost to download the official ITF GUP Certificate is 3 Euro. The Instructor is further allowed to charge the student with any reasonable additional fee for the ITF GUP Certificate.

4.4 Technical Support

NGBs in need of technical support in implementing this Regulation should contact the ITF Online Platform Team at: support@taekwondo-itf.com

ARTICLE 5. ITF ID and the ITF Annual Membership Fee

5.1 Every individual ITF member under each NGB/AGB, starting from the 10th Gup Grade and up to IX Dan Degree must have and sustain an active electronic identification number ("ITF ID") to be eligible for the ITF membership benefits.

5.2 From January 1st, 2021, all individuals who do not bear an active ITF ID will be exempted from the rights and benefits provided by ITF to its members, including the Gup and Dan promotions, International Instructor and Umpire qualifications, Club registrations

and will be banned from any national and international events in ITF Taekwon-Do worldwide, including but not limited to the World and Continental Championships.

5.3 ITF ID Application Requirements.

To obtain an electronic identification number ("ITF ID"), each member/applicant (parent/guardian, where applicable) must:

5.3.1 Fill out and submit a signed ITF Application form to the Club Instructor, indicating the full name, gender, date of birth, e-mail address and details for the Club, Instructor and the current Gup Grade or Dan Degree status.

5.3.2 After the member is registered in the ITF Database by the Instructor, the member must be validated online by the RGB/NGB/AGB under which the individual application was filed.

5.3.3 To participate on a National team, representing an NGB, the ITF ID number must be issued only through the NGB/AGB of the National team that the athlete/umpire/official is seeking to represent.

5.4 The ITF ID Annual Membership fee

5.4.1 The ITF ID Annual Membership fee is set at 10.00 EUR/year/member.

5.4.2 Within 30 days after the registration, every registered individual is required to pay the ITF Annual Membership Fee to preserve the active status of his/her ITF ID issued at the registration.

5.4.3 If the 10 EUR ITF Annual Membership Fee is not paid within 30 days after the registration, the personal electronic ITF ID becomes invalid and may be reactivated only after the dues are paid.

5.4.4 The registration to the Official ITF Database (ITF DB) starts from October 1st, 2020, but the ITF ID Annual Membership Fee paid by members should be counted towards the 2021 with the next payment due in January, 2022.

5.4.5 Individuals may be registered for an ITF ID in the following combinations of the membership groups: a) IDA, IDI, IDO, IDX, b) IDI, IDO, IDX c) IDS.

5.5 Distribution of ITF ID Annual Membership fee

5.5.1 All CFs are eligible to 10% of the ITF ID Annual Membership fee.

5.5.2 All NGBs/AGBs are eligible to 20% of the ITF ID Annual Membership fee.

ARTICLE 6. Organizing Events in ITF

Organizing Committees of any domestic or any international events in ITF Taekwon-do are required to do the following:

6.1 Ensure that all participants hold a valid ITF ID at the moment of registration for any event in ITF Taekwon-do;

6.2 Ensure that all participants hold a valid WADA e-learning ALPHA or CoachTrue Certificates at the moment of registration for any international event in ITF Taekwon-do;

6.3 Register participants for all official domestic events and any international events in ITF Taekwon-do via the Official ITF Online Platform with Integrated Database only.

6.4 In case of any friendly domestic events, submit the official results and the participation list to the local NGB for archives within three (7) days of the completion of the event in a machine-readable format compatible with the Official ITF Online Platform.

ARTICLE 7. Implementation

7.1 This Regulation comes into effect on October 1st, 2020.

7.2 This Regulation must be implemented by NGBs according to the schedules released and circulated by the ITF HQ and in strict compliance with the articles and the Appendices to the Regulation.

7.3 This Regulation is an ITF Rule mandatory for all members without exceptions.

7.4 Any determination that any provision of this Regulation is for any reason inapplicable, illegal or ineffective shall not affect or invalidate any other provision of these Regulation.

7.5 Personal Data Protection of ITF members is guided by the EU GDPR requirements reflected in the ITF Privacy Policy and ITF Database Security Protocol.

Appendix 1

ITF Privacy Policy, v.1.01.20

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 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

l. 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 part 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 how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;

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@itfhq.org or write to us at: International Taekwon-do Federation (ITF), Draugasse 3, 1210 Vienna,

Supplement to Appendix 1

ITF Privacy Policy, v.1.01.20, dated 01.10.2020 **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)**

Appendix 2

Official ITF Online Platform and ITF Database Protection Protocol

Physical Security

The first method is securing physical servers using digital locks, using CCTV cameras to monitor them continuously and preventing any unauthorized entry with the help of 24/7 security services.

Establishing Firewall for Servers

Every connection to the database can be set by default to deny all incoming traffic using a firewall. It will also block direct client access and allow only authorized applications. The firewall rules will be strictly monitored and maintained by system administrators (SAs) and database administrators (DBAs). They will also perform network scans and ISP scans to strengthen the server machines.

Using a Trusted Database Software

The database software can either be open source or a paid version supported by the vendor. The software will run only on active devices while inactive devices will be unplugged and default accounts that are no longer in use will be removed periodically. Timely security patches are applied.

Implementing Application Code

The DBAs will ensure all configuration files and source codes are accessible only through authorized operating system accounts. Application code is regularly reviewed to ensure it is not vulnerable to SQL injection.

Role of SAs and DBAs

The role of DBAs and SAs are vital, as they play the role of strict administrators. Authorization is allowed only to selected people and all of them will sign an NDA along with a background check.

DBA staff will be allowed to use individual accounts and not shared accounts to access the server. They are required to create and maintain the strongest of passwords that meet the necessary security and safety guidelines.

Change Management and Database Auditing

Another security measure is to keep track of change management by logging all database activities. Every bit of login data will be maintained for at least one year for security audits, and any account that faces maximum failed login attempts will automatically be notified to the database administrator to take necessary steps.

The Triangular Concept for Database Security

Confidentiality: Maintaining confidentiality is enforced through encryption by encrypting both data that is being transferred and data that is stored in the database in case it gets breached.

Integrity: A user access control system will be in place to ensure only authorized personnel are allowed access to the data and a log is maintained of everyone who gains access to it to ensure there are not data breaches caused by internal errors.

Availability: The data stored should be made available to both users and administrators, which is made by reducing downtime. Servers are periodically updated for maximum security while boosting business through continuous service.

When a database administrator is aware of the most common threats and the different methodologies that they should implement to protect data, they can be rest assured that the data stored in servers are protected to the core. Besides, they should also practice best practices in backup and data recovery to safeguard themselves against ransomware.