

# THE JUDO ACADEMY



## Subject Access Request Policy

Should any member wish to access any information we hold about themselves, or their child (if under 18 years), the correct procedure would be as follows:

1. Submit a Subject Access Request (SAR), in writing, by email to;

thejudoacademy@hotmail.co.uk

or by letter to;

The Judo Academy  
Lisburn Racquets Club  
36 Belfast Road  
Lisburn,  
BT27 4AS

2. Please state the format in which you would like the information provided, by email or letter.

The Judo Academy DPO is Stephen McCluskey and it is our policy to respond within 30 days.

Please note that The Judo Academy hold only necessary information on members that meet the requirements of the National Governing Body and are required for the safeguarding of members.