



Policy/Procedure Name:	Data Protection
Replacing/Updating:	Replacing existing Data Protection Policy
Approved By:	President of BSSF
Date Approved:	June 2017
Next Review Date:	June 2018
Policy Owner:	BSSF
Drafted By:	Executive Director

Introduction

BSSF recognises that all members have a right to expect their personal information will be collected, processed and shared in line with the Data Protection Act 1998 and removed by request in line with General Data Protection Regulation (GDPR).

All member information provided is made safe and secure in accordance with the Act. It will be used to update records and will be securely stored on computer systems and in paper based files. Where required we will share relevant information with third parties for example IFSS, WADA, ICF, UK Sport, Sport England/Wales/Scotland and if necessary Police, Child Protection Services and RSPCA (These examples are not extensive, however, are provided by way of example).

We will share information in a secure manner and will only do so in order to fulfil obligations to our members for example:

- In relation to IFSS world cup points
- Entry to UK and international competition

Or if required to do so by law for example:

- For the prevention and/or detection of crime and fraud
- For the apprehension and/or prosecution of offences
- In connection with legal proceedings
- Where disclosure of physical or mental health is required to protect a member or others from harm

Data Protection Principles

All processing of personal data must be carried out in accordance with the 8 data protection principles which require that personal data and information held by the BSSF is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- kept for no longer than is necessary
- kept safe and secure
- not transferred outside the European Economic Area (EEA) without adequate protection (as far as is practical).

Data Security

Transferring data outside the BSSF

Wherever possible any information shared that contains personal data will be password protected. The password can then be provided either verbally to the relevant contact (once their identity has been confirmed) or in a separate email or letter.

Confidential Information

BSSF are aware of the need to ensure that confidential information is kept securely. They are also aware, that personal information concerning any member must not be discussed outside of the council or committee meetings or membership.

Paper Records and Documents

Any paper records will be kept securely so that they cannot be readily accessed, preferably in a locked filing cupboard. Paperwork containing personal data **MUST NOT** be disposed on in the waste paper bins, but alternatively shredded and disposed of accordingly.

Information stored on computer

Personal data is kept on a central database and is only available to the authorised BSSF Committee members and nominated volunteers. All computers have password - protected security measures installed and passwords should never be disclosed or written down.

Bank Details

The BSSF do not hold any bank or card details in relation to members. Payments for merchandise and membership is processed through PayPal and therefore no records are held in relation to this.