



British Taekwondo & Mudo Academy

Data Protection Policy

Introduction

The Data Protection Act 1998 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

The BTMA will hold the minimum personal information necessary to enable it to perform its functions. All such information is confidential and will be treated with care. Due to the nature of the BTMA's activities, the type of information and/or its use, it is not necessary for the BTMA to register with the Information Commissioner, under the Data Protection Act 1998. However, all personal information regarding students, members and instructors of the BTMA, and its member clubs, will be processed in accordance with the following principles of good practice, which underpin the Act.

Summary of Principles

All personal data shall :

- 1) Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use)
- 2) Be held only for specified purposes
- 3) Be adequate, relevant but no excessive
- 4) Be accurate and kept up to date
- 5) Be held for no longer than necessary
- 6) Be accessible to data subjects
- 7) Be subject to the appropriate security measures
- 8) Not be transferred outside the EEA (European Economic Area with includes the EU member states)

The BTMA, its member clubs and all members who process, or use personal data must ensure that they abide by these principles at all times. This policy has been developed to ensure this happens.

Responsibilities

It is the responsibility of the Management Committee of the BTMA to :

- 1) Assess the understanding of the obligations of the BTMA under the Data Protection Act
- 2) Be aware of its compliance status
- 3) Identify and monitor problem areas and risks, and recommend solutions
- 4) Promote clear and effective procedures and offer guidance to member clubs on Data protection issues.

It is the responsibility of the BTMA to apply the provisions of the Data Protection Act for information it holds. It is not the responsibility of the BTMA to apply these provisions for its member clubs, this is the responsibility of the individual member clubs Chief Instructor. Therefore members and instructors are required to be aware of the provisions of the Data Protection Act 1998, such as keeping records up to date and accurate, and its impact on the work they undertake on behalf of the member clubs, and/or the BTMA.

Data Security

All members, and member clubs are responsible for ensuring that :

- 1) Any personal data they hold, whether electronic or paper format, is kept securely.
- 2) Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party

Subject Access Requests

Members and instructors have the right to access personal data that is being kept about them in so far as it falls within the scope of the 1998 Act. Any person wishing to exercise this right should make their request in writing to the Chairman of the BTMA Management Committee. The BTMA reserves the right to charge the recommended administrative fee on each occasion that access is requested.

The BTMA aims to comply with a request to access personal information as quickly as possible, but the BTMA must comply with a subject access request within forty days of receipt of the request, or if later, within forty days of the receipt of the identity information required, and the relevant fee.