



Storage and use of personal information.

- The BBTSA only holds personal details (full names, date of birth, email addresses) for membership purposes. This data may need to be shared with third parties for the purpose of competition entry forms with permission from the parent/professional member/volunteer obtained.
- All paper copies of children's and professional member's/volunteer's records are kept in a locked office.
- Professional members/volunteers can have access to these files, but information taken from the files about individual children is confidential and apart from archiving, these records always remain on site. These records are shredded after the retention period.
- Information is gathered via and stored electronically on GDPR compliant software.
- The BBTSA stores personal data held visually in photographs or video clips or as sound recordings. These will only be published if consent has been obtained via the Photo/Video release form.
- Access to BBTSA computers and mobile devices are password protected.
- When the related senior BBTSA professional member leaves their post, these passwords are changed in line with this policy
- GDPR means that the BBTSA must; Manage and process personal data properly Protect the individual's.
rights to privacy Provide an individual with access to all personal information held on them.

Enquiries / Complaints regarding the storage or processing of data must be directed to our Data Protection Officer. DPO (Data Protection Officer): Michelle Beech DPO email: michelle@bbtsa.co.uk