BRITISH TAEKWONDO COUNCIL

Data Protection Privacy Policy

Version	Author	Date	Review Date
1	K Beddows	February 2014	February 2017
2	D Sutherill	February 2017	February 2020
3	D Sutherill	December 2019	December 2022
4	D Sutherill	October 2022	October 2025

Introduction
This privacy policy sets out how we use and protect any information that you give to us when you become a member of BTC.

We are committed to ensuring that your privacy is protected, and we will never release your personal details to any third party without your express consent. When you complete an application to join a BTC club, certain personal information is collected from you (for example: your name, email address, gender, type of membership sought). You can be assured that it will only be used in accordance with this privacy statement.

Data is received into the BTC Office from:

- Associations
- Instructors
- Disclosure Scotland
- HMRC Tax Codes

Routes data received:

- Emails Associations Licence Report
- Association Licence Reports Paper
- PVG Certificate Paper
- Indemnity Application Forms Paper
- Registered Instructor Application Forms Paper
- DBS / PVG Application Forms Paper
- Copies of DBS Certificates Email & Paper
- Copy of PVG Certificates Paper

Type of information held for Instructors / Students:

- Name & Address
- Telephone numbers
- Email Addresses
- DBS/PVG Information

Collection and handling of Data for Instructors & Students

- Only data relevant to the functioning of the British Taekwondo Council is collected and handled.
- Data is collected via e mail, licence returns forms, indemnity application forms, PVG/DBS application forms.
- This Instructor / Student information is then transferred to a Computerised Membership Data Base System (password protected) and the Paper Copies securely kept in line with the Data Protection Act & DBS / PVG Safe Storage procedure.
- Any paper information not relevant is disposed of in line with the Data Protection Act & DBS / PVG Safe Storage procedures.
- Bank Account details for the Purpose of BAC's Standing Order, salary payments.
- Data is handled with strict confidence and limited to Specific Member Organisations with authorisation. These Organisations are aware of the Data Protection Act.

How data is processed/shared:

- Data is shared with our insurance company for the purpose of insuring the students/ instructors to enable them to take part in Taekwondo.
- Data is shared with the British Taekwondo Council's accountants for the purpose of HMRC and PAYE details.
- Data is never passed to other third parties unless requested by the Police, Social Services, LADO for Safeguarding purposes only.

Storage:

- Data is stored on computer systems and in paper format.
- All systems have full security and Password protected.
- Any paper data is stored in locked, fireproof storage in controlled areas.
- Only people with authority have passwords and access to data.

Disposal:

- Data is disposed of correctly when timescales are reached.

Back up:

- Data is backed up on external backup devices.
- These devices are kept in a locked safe.
- Only people with authority have access to the backup information

BTC will retain all personal information on our data base for the duration of your membership. We take your privacy seriously and all such information is held on secure servers. The BTC complies with all applicable Data Protection Regulations. We may change this policy from time to time by updating this policy and will notify you accordingly.

Under General Data Protection Regulations you have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem in the way your data is being handled.