BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

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

BTC SAFE STORAGE POLICY STATEMENT

General principles

As an organisation the BTC complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of personal and confidential information.

Storage and access

Personal and confidential information will be kept securely, on a secure data base and in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Personal information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.