

DATA PROTECTION GUIDANCE

Basketball Northern Ireland is committed to ensuring that any information gathered in relation to our youth teams meets the specific responsibilities as set out in the Data Protection Act 1998.

To achieve this, we have drawn up the following guidelines:

- All team coaches will use the same registration form to ensure consistency of information and that the child/guardian is made aware of why we require the information. (see parental consent form)
- The names and addresses of children and guardians are only gathered for the purpose of maintaining a record of those currently involved in the clubs youth teams.
- That the information requested is relevant to the needs of the database and to ensure we adhere to good child protection practices.
- We will make every effort to ensure the information entered onto the database from paper records are accurate and kept up to date. The paper record will be stored in a secure place & to the same standards as the data base.
- Basketball Northern Ireland will only keep a child's information on the database for 12 months at a time. Re-registration forms will be completed following this time. If a child leaves the club during this 12 months the information will be deleted after 4 weeks.
- The database will be password protected and will only be accessed by eligible staff members based at that club.
- The database or any individual's name and address will not be forwarded to a third party without the prior permission of the child and guardian.