

# BRITISH WEIGHT LIFTERS ASSOCIATION

## DATA PROTECTION POLICY

### 1. Policy Statement

The British Weightlifters Association (BWLA) supports the objectives of the Data Protection Act 1998 and is committed to its policy of maintaining the confidentiality of information held on its information systems. This includes information held automatically, such as on computer **and** manually, such as on structured paper files, microfiche or Closed Circuit Television tapes. A mandatory Code of Practice gives practical guidance on ensuring compliance with the Act.

The BWLA expects all of its employees, members and anyone acting on its behalf, to comply with this policy and the principles of the Data Protection Act 1998. This means that:-

#### **Personal information that identifies living individuals will be**

- **Processed fairly and lawfully**

Individuals will be clearly informed when they provide information, about who they are giving it to, what it will be used for, and who it may be disclosed to. When processing personal information, employees will ensure that they are acting within the legal powers of the BWLA, and ensure that the conditions laid down in the BWLA Data Protection Code of Practice are met to hold information, for example with the individual's consent, or in compliance with a legal requirement.

- **Processed for specified, limited purposes and not in any way incompatible with those purposes**

Care will be taken to ensure information is not used or disclosed for any unrelated purposes. All information held will be appropriately notified to the Office of the Data Protection Commissioner.

- **Adequate, relevant and not excessive;**

The BWLA will hold the minimum personal information necessary to enable it to carry out its duties and services

- **Accurate and kept up to date**

Every effort will be made to ensure that, where possible, information is verified for accuracy, kept up to date, and that inaccuracies are corrected without unnecessary delay.

- **Held for no longer than necessary**

Information will be erased or anonymised once the need to hold it has passed.

- **Processed in line with the individual's rights**

The BWLA will provide to any individual who requests it in writing, a reply stating whether or not information is held about them. If information is held, the BWLA will provide, within 40 days:-

- a description, and copy or sight of the information held, in clear language.

- details about the purpose(s) for which it is processed
- details about who the information was obtained from or may be disclosed to.

Other rights will be met, including

- giving individuals the opportunity to opt out of being sent direct marketing material, and
- informing them of the reasons if an automated decision concerning them is made.
- **Kept secure**

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal information, and against accidental loss or destruction or damage to it.

The BWLA's security policies will be complied with at all times, and all holders of personal information will be made aware of their responsibilities for taking appropriate steps to protect personal information.

It is a criminal offence under the Computer Misuse Act 1990 to attempt to gain unauthorised access to information or systems.

Users must not:-

attempt to hack into or gain unauthorised access to a computer or system. This means anyone who causes a computer to perform any function, with intent to secure access to any program or data.

- use hacking skills to commit other crimes.
- alter data or cause changes to any software without authority and with malevolent intent. This includes the writing or intentional introduction of computer viruses or malicious programs.

BWLA regards altering, misusing or tampering of hardware or software as malicious damage to be dealt with either under the provisions of the Computer Misuse Act 1990 or other applicable English law.

- **Not transferred to countries without adequate protection**

Information may be disclosed to countries outside the European Economic Area, under certain circumstances, such as with the consent of the individual, or if it is required by law or a contractual arrangement exists. This means that consent will be obtained from the individuals for their information (or images) to be published on the internet, or sent outside Europe, for example by e-mail.

The requirement to comply with the Data Protection Act 1998 will be included in all contractual arrangements where personal information is shared or disclosed to individuals or organisations acting on the BWLA's behalf. Written instructions will be given to the service provider on how the information may be used and disclosed. The service provider will be asked to provide sufficient guarantees in respect of the security measures taken, and the BWLA has a responsibility to satisfy itself that appropriate security measures for protection of personal information are in place.

In circumstances where the BWLA acts as a bureau providing services that process personal information for other organisations, the BWLA will only act in accordance with a written contractual agreement and the organisation's written instructions. The BWLA will provide sufficient guarantees in respect of the security measures taken, and steps will be taken to comply with them.

- **Data Protection Training**

Training for all BWLA members and representatives who hold personal information should be provided to ensure a satisfactory level of awareness of requirements of the Act is maintained.

For more information, the BWLA's Information Management Officer can be contacted on

The Information Commissioner's website can be found at:  
[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)