

SECURITY OF DATA

The ETTA undertake responsibility for the security of information on their volunteers, coaches, members, officials and staff achievements, competence and certification whilst documentation is held at the Headquarters Office in Hastings only. Information submitted by these aforementioned people will be securely stored and locked at all times.

Any information held regarding reports of child protection issues or relating to individual's criminal records will be kept in a securely locked, fire resistant cabinet. The keys to this cabinet will be held by the ETTA's Child Protection Officer and the Chief Executive only. In line with Criminal Records Bureau Regulations certificates will be held for a period of no longer than 6 months before being destroyed, this includes any photocopied, scanned or faxed copies.

Any reports, complaints or concerns relating to the ETTA's Equality Policy will also be held in a securely locked, fire resistant cabinet with the only keys being held by the ETTA's Equality Officer and the Chief Executive.

Information received relating to the ETTA's Equality and Child Protection Policies will be dealt with in a confidential manner and shared on a 'need to know' basis only.

It is recommended that all clubs, leagues, counties and regions ensure that any personal information held on any of their members is similarly stored in a safe and secure way. Further, that personal information is not shared unless permission has first been obtained from the individual. All information should be shared on a 'need to know basis' at all times. Information should be stored in a secure place with limited access to designated people, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure).