



Data Protection and Privacy Policy

Billingham Boxing Academy is committed to protecting the privacy and personal data of all members, participants, volunteers, coaches, trustees, parents, and visitors. The club will process personal information fairly, lawfully, transparently, and securely in accordance with UK data protection legislation and England Boxing requirements.

1. Purpose of this Policy

This policy explains how the club collects, stores, uses, shares, and protects personal information.

The policy applies to all trustees, committee members, coaches, volunteers, members, participants, parents, and contractors involved with the club.

2. Legal Framework

The club will comply with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)
- England Boxing affiliation and safeguarding requirements
- Relevant charity and safeguarding legislation applicable in 2026

3. Data Protection Principles

The club will ensure personal data is:

- Processed lawfully, fairly, and transparently
- Collected for legitimate purposes only
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Stored securely
- Retained only as long as necessary
- Protected against unauthorised access, loss, or misuse

4. Information We May Collect

The club may collect and process:

- Names and contact details
- Dates of birth
- Emergency contact information
- Membership records
- Medical and health information relevant to participation and safeguarding
- DBS and safeguarding records where required
- Attendance records
- Payment and subscription records
- Competition and licensing information
- Photographs and video recordings where consent applies

5. Lawful Basis for Processing

The club processes data under lawful bases including:

- Consent
- Legitimate interests
- Legal obligations
- Safeguarding responsibilities
- Contractual obligations related to membership and participation

6. Medical and Special Category Data

Medical and safeguarding information will only be collected where necessary to:

- Protect participant welfare
- Meet safeguarding obligations
- Support safe participation in boxing activities
- Comply with England Boxing regulations

Sensitive information will be stored securely and accessed only by authorised individuals.

7. Data Storage and Security

The club will:

- Store paper records securely
- Protect electronic systems with passwords and appropriate security measures
- Limit access to authorised persons only
- Safely dispose of confidential information when no longer required
- Report serious data breaches where legally required

8. Sharing Personal Information

The club may share information where necessary with:

- England Boxing
- Coaches and welfare officers
- Medical professionals in emergencies
- Legal or safeguarding authorities where required by law

- Insurers or governing bodies

The club will never sell personal information to third parties.

9. Photography and Social Media

Photographs and videos may be used for:

- Club promotion
- Social media
- Events and competitions
- Website content

Consent procedures will be followed, particularly for children and young people.

The club will not publish personal information that may place individuals at risk.

10. Individual Rights

Individuals have the right to:

- Access their personal information
- Request corrections to inaccurate data
- Request deletion where appropriate
- Restrict or object to certain processing
- Withdraw consent where consent is relied upon
- Complain to the Information Commissioner's Office (ICO)

11. Retention of Records

The club will retain records only for as long as necessary to:

- Meet legal obligations
- Support safeguarding responsibilities
- Maintain insurance and governance requirements
- Manage membership and sporting records

Records will be securely destroyed when no longer required.

12. Safeguarding and Confidentiality

Safeguarding concerns and welfare records will be handled confidentially and shared only with appropriate safeguarding personnel or authorities where necessary.

13. Data Breaches

Any suspected data breach must be reported immediately to the club committee or designated data protection lead.

Serious breaches will be investigated and reported in line with UK GDPR requirements.

14. Responsibility

The club committee has overall responsibility for ensuring compliance with this policy.

All coaches, volunteers, trustees, and members handling personal information must follow this policy and maintain confidentiality.

15. Policy Review

This policy will be reviewed annually or following changes to legislation, England Boxing guidance, or operational requirements.

Contact and Complaints

Any questions regarding this policy or data protection concerns should be directed to:

Club Data Protection Lead: Jayne Wallace

Contact Details: 07939513574

Individuals also have the right to complain to the Information Commissioner's Office (ICO).