

GDPR POLICY FOR BMA SOUTHSIDE

Data Collection

BMA Southside collects personal data such as names, contact details, and health information for the purpose of managing memberships, ensuring safety during training, and communicating with members. This data is collected with the members' consent and is used solely for club-related activities and services.

Data Retention

BMA Southside stores personal data, including CCTV footage and related information, strictly in accordance with our Data Retention Policy. The retention period for such data typically follows the following guidelines:

- **CCTV Footage:** CCTV recordings are retained for a period of 14 days, after which they are automatically deleted unless required for legal or investigative purposes.
- **Personal Data (including registration and training records):** This data is retained for as long as necessary to fulfil the purposes for which it was collected or as required by applicable laws and regulations.
- **Exceptions:** In cases where data must be retained for legal proceedings or investigations, the retention period may be extended to comply with legal obligations.

Purpose of CCTV

BMA Southside uses CCTV for the safety and security of our members, coaching team and property.

Data Deletion Procedures

Our data deletion procedures are conducted in compliance with GDPR and are designed to securely and permanently erase data from our systems. The procedures are as follows:

- **CCTV Footage:** Footage is automatically deleted from our systems after the retention period, except where needed for legal reasons.
- **Personal Data:** When data is no longer required or upon a legitimate deletion request, it is permanently removed from our database and all backups.
- **Secure Disposal:** Physical records are securely shredded, while electronic data is deleted using industry-standard secure deletion protocols.

Legal Basis for Processing

The collection, storage, and processing of personal data related are carried out under the following legal bases:

- Legitimate Interests (Article 6(1)(f) GDPR): Data processing is necessary for maintaining a safe and secure environment, including CCTV monitoring for safety and security purposes.
- Consent (Article 6(1)(a) GDPR): In some cases, we obtain explicit consent for collecting personal data, such as during registration or when collecting specific health or performance data.
- Legal Obligation (Article 6(1)(c) GDPR): We may be required to process certain data to comply with legal obligations, such as health and safety regulations.

Access to Records

CCTV recordings from training sessions, reception area and entrance way, may be requested by any third party once it is submitted in writing to the data controller officer for BMA Southside, ILIJA SALERNO. The request must include:

- The reason for the request
- Details of the incident (if applicable)
- Date and time of the footage requested

Under Article 15 (Right of Access), data subjects (or their guardians) can request copies of personal data, including CCTV if their child is identifiable.

However, if others are visible in the footage, redaction or refusal may apply under privacy of others and disproportionate efforts exemptions (Article 15 (4) Recital 63).

Official Data Processing Policy

BMA Southside maintains a comprehensive Data Processing Policy that outlines how we collect, store, secure, and process personal data.

Security Measures:

- Details of physical and technical safeguards in place to protect personal data from unauthorized access or disclosure.

Roles and Responsibilities:

- Information on staff responsibilities regarding data protection and compliance.

Procedures:

- Guidelines on how data is handled, stored, and processed.

List of Authorized Personnel

BMA Southside maintain a strict access control policy to ensure that personal data is only accessible to authorized personnel. The following roles have access to personal data:

Data Protection Officer (DPO): Responsible for overseeing data protection practices and compliance. ILIJA SALERNO

Security Personnel: Limited access to CCTV footage as necessary for safety and security. WILLIAMS ELECTRICAL LTD

Coaches : Access to training records and relevant health data to ensure athlete safety.
ILIJA SALERNO
AMANDA CLANCY
KYM FITZGERALD

All authorized are bound by confidentiality agreements.