

# DATA PROTECTION & INFORMATION SECURITY POLICY



BE CLUB CODE: CL000639

As a not-for-profit organisation **HARPENDEN BADMINTON CLUB** is not required to register with the Information Commissioners Office. However the officers of **HARPENDEN BADMINTON CLUB** take very seriously the security of all information it has to carry out the functioning of the club.

## Data Protection Policy:

Personal information provided is only used by **HARPENDEN BADMINTON CLUB** and not divulged to any other external agency except Badminton England who require personal data for registration and insurance purposes.

## Information Security Policy:

Personal information and other (e.g. accounts, historical appearance records, match results) retained by **HARPENDEN BADMINTON CLUB** is stored on a secure server supplied, maintained and backed up by

 Ltd.

The logo for CompleiT features the word 'CompleiT' in a stylized, blue, sans-serif font with a white outline. The 'i' has a dot that is a small circle. To the right of the word is a small, grey, stylized graphic of a computer mouse or a similar device.

Signed on behalf of Harpenden Badminton Club.

**HARPENDEN**  
**BADMINTON CLUB**  
David L. Hill, Treasurer

  
The signature is written in blue ink and appears to be 'David L. Hill'. Below the signature is a yellow badminton racket and shuttlecock, which is part of the club's logo.