

The BBAO Information Retention Policy

The Membership Secretary will keep personal information on record for one month after the final deadline for renewing fees (on 31st January of each year). This is to allow time for members who wish to renew their membership to do so. After one month (end of February), all personal information will be deleted by the Membership Secretary. Hard copies of information will be shredded and securely disposed of in confidential waste bags and electronic records will be deleted.