



## **BABAO Record Management Policy 2024**

*This document outlines the measures that the BABAO committee will take to comply with UK Data Protection regulations.*

Requests for access to personal data will be recorded in the Data Request Register, monitored by the Data Protection Lead. Data will be stored on the access database, used only by the Membership Secretary, and transferred using limited access folders on the Trustee Google Drive. All requests must be attended to within one calendar month, and the outcomes documented.

The data which BABAO stores will be reviewed annually in January by the Membership Secretary in consultation with the Data Protection Lead, to make sure that it continues to be adequate for the purposes for which it was collected. The Membership Secretary will update information promptly, as requested, and will remove information that is irrelevant or out of date. However, it must be noted that compiled records concerning the composition of the membership need to be kept for seven years for financial auditing.

All accounts of processing by trustees will be recorded in the Data Request Register, and changes made by the Membership Secretary will be documented to allow for accountability and improvements in the event of a data breach.

Members are able to access the information that we hold about them, and to correct this information if necessary, following the procedures outlined in the BABAO Privacy Information Document and the BABAO Data Protection Policy.

There will be an annual review of the policies to monitor compliance by the Data Protection Lead, and results will be reported to the Trustees.