



Data Protection / Information Security – Form 2A

Club Information for the BAB Website

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Each Club in BAB-registered Associations is required to have its general details published on the BAB website. Only Instructors with BAB Coach Level 1 or above will display against the Club details. Please complete one form per Club, returning the completed form(s) to:

Mr Steve Billett (BAB Webmaster)
26 Crofton Grove, Chingford, London E4 6NY

e-mail: webmaster@bab.org.uk

Please write clearly in **BLOCK CAPITALS** (includes e-mail addresses).

Part 1: General Information

Association Name:	<input type="text"/>		
Club Name:	<input type="text"/>		
Club Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	Post Code: <input type="text"/>		
Telephone No of Practice Location	<input type="text"/>		
Club e-mail address:	<input type="text"/>		
Club Web Page URL:	http:// <input type="text"/>		
Days & Times Of Practice:	Day:	Time:	
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Club Instructors	<input type="text"/>	Grade & BAB Coaching Certificate No:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Club Login e-mail address:	<input type="text"/>		
Club Login Password:	<input type="text"/>		

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Part 2: Direct Contact / Personal Details

Important: Completion of **Part 2** of this Form is optional. However, if any details are supplied in **Part 2**, the Data Protection box at **Part 3** must be completed in full. Items left blank will **NOT** be obtained from any other source

Contact Name:	<input type="text"/>
Tel No: (Mobile or Home)	<input type="text"/> (not Leisure Centre, etc)
E-mail address:	<input type="text"/>
Home Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Post Code:	<input type="text"/>

Part 3: Data Protection

Data Protection Act

It is a requirement of the Data Protection Act 1998 that persons give their written authorisation to have their details recorded. The person whose details are supplied in **Part 2** above must be the person authorising this Section. By signing the box below, you are allowing your personal details to be recorded by the British Aikido Board (BAB). The data will be held in the BAB database. In addition, this data will be used in publicity matters and will be viewable outside the EU. If **Part 2** above is left blank, there is no need to sign and complete the boxes below. If any data is entered in **Part 2** above and the boxes below are not completed, only the detail in Part 1 of this Club Information Form will be processed.

Signature:	<input type="text"/>		
Name:	<input type="text"/>	Date:	<input type="text"/>

Please Note: This data will remain on the database and web pages until either

- It is superseded by another form, or
- The Association or BAB DPO requests its removal, or
- The person named above requests its removal (formally, in writing to the webmaster or the BAB Data Protection Officer)

It is recommended that you keep a copy of the completed form for your own records