

## British Judo Association

### Access to Data (via web)

#### 1.0 Purpose

The purpose of this policy is to provide rules/guidelines for access to the British Judo Association (BJA) online database.

#### 2.0 Scope

This policy applies to all BJA employees, contractors, trusted volunteers, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing access the BJA online database. This policy applies to implementations of access to data via the BJA Secure login website.

#### 3.0 Policy

Approved BJA employees and authorised third parties (trusted volunteers etc.) may utilize the benefits of the BJA online database, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, and installing any required software.

#### Additionally,

Users accounts will be created only at the request of the BJA System Admin. Additionally, the user must have read an understood this policy before using the database service.

It is the responsibility of the user or company with access privileges to ensure that unauthorised users are not allowed access to BJA online databases.

Online database access is controlled using ID and password authentication. Each user must have a unique account. Shared accounts are not permitted. The user is responsible for maintaining the security of their id and password.

All users are subject to auditing.

Users will be automatically disconnected from the BJA online database after fifteen minutes of inactivity. The user must then logon again to reconnect to the database. Artificial network processes are not to be used to keep the connection open.

Users of this service are responsible for the procurement and cost associated with acquiring basic Internet connectivity, and any associated service issues.

#### 4.0 Enforcement

This policy regulates the use of all BJA database services on the BJA web site. To maintain security, database services will be terminated immediately if any suspicious activity is found. Service may also be disabled until the issue has been identified and resolved. Any BJA employee found to have intentionally violated this policy might be subject to disciplinary action, up to and including termination of employment. Non-BJA employees intentionally or non-intentional violate this agreement will result in termination of service and may result in disciplinary action.

#### 5.0 Confidentially

All data accessed via the BJA Secured online databases is subject to the data protection act. This data must not be disclosed to any other person/party. The only exception is the checking of licences, if in an emergency a player needs their licence validity confirming to a third party (e.g.: Tournament Controller at the event they are attending), a Tournament Controller may confirm to the Tournament Controller at that event the licence number, expiry date, club listed and whether the licence is junior or senior. This practice should not be encouraged as Tournament Controllers have their own web interface access.

Club Welfare Officers may only use the online database as part of their safe recruitment procedures for their own club.

### **Users may only access their data to carry out their normal duties.**

For example if you have access as an Administrator for Refereeing and you do have access to print club labels to inform them of refereeing activities or courses, it is NOT acceptable to use that same access to send information on a club competition. Members of the BJA Complaints and Conduct Commission may only use their access for the processing and dealing with complaints with they are investigating on behalf of the BJA.

## 6.0 Web Edit Access

In addition to the above conditions Users who are given access to edit/admin the BJA web site must not publish any material, which would be derogatory to the aims and ideals of the Association.

Staff/Users should check that they have permission to publish any personal details, which they feel necessary (e.g.: Area Technical Directors contact details)

Staff/users must not knowingly publish inaccurate information.

Staff/users must not publish information or articles, which are outside of their normal duties.

Any breach of the above will result in access being removed and disciplinary action.

The Association may in certain circumstances seek to take legal action for compensation should any breach of this agreement result in damage to the Associations business or reputation.