

BTPA Information Charter

This Information Charter sets out how the BTPA collects and uses personal data, how you can access this data and what you can do if you do not think that we are meeting these standards. Any information held by the BTPA is done so in accordance with the [Data Protection Act 1998](#).

During the course of our business it is sometimes necessary for us to collect personal data to enable us to discharge our duties efficiently. For example:

- When a member of the public makes an freedom of Information request
- When a member of the public makes a complaint or otherwise corresponds with us
- During the course of our duties to recruit staff for the BTPA or Senior Staff to the BTP.

It is sometimes necessary for us to share this information with appropriate parties, such as the BTP or a nominated recruitment company which is only done in accordance with the DPA and any other relevant legislation.

The BTPA recognises the importance of protecting personal information and all staff are given general awareness training of our responsibilities under the DPA. Personal Data is only accessible by those staff with a legitimate business need.

How to contact us

If you would like to find out what information we hold on you, or you believe that we are not upholding our duty in regards to the Data Protection Act you can contact us [here](#).

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner at:

Information Commissioner

Wycliffe House, Water Lane, Wilmslow,
Cheshire, SK9 5AF.

Telephone: 08456 306060 or 01625 545745

Fax: 01625 524510

www.ico.gov.uk