



British Skydiving
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britishskydiving.org

British Skydiving – Privacy Notice

1. Introduction

British Skydiving is committed to protecting the privacy and security of the personal information of our members, participants, Drop Zones (DZ's), candidates, instructors, officials, enquirers and any other individual who interact with us.

British Skydiving is the trading name of British Parachute Association (BPA) Limited, the National Governing Body for Skydiving (Sport Parachuting) in the United Kingdom of Great Britain and Northern Ireland. In this privacy policy, references to “we”, “our”, or “us” refer to British Skydiving. British Skydiving (BPA Ltd) is a not-for-profit company limited by guarantee, registered in London under company number 875429. Registered office: BPA Ltd, 5 Wharf Way, Glen Parva, Leicester LE2 9TF. VAT registration number: 239 4696 20.

This Privacy Notice explains:

- what personal data we collect.
- why we collect it.
- our lawful basis.
- how long we keep it.
- who we share it with.
- your rights under UK GDPR.
- the complaints route under UK GDPR and the Data Use and Access Act 2025 (DUAA 2025).

We act as Data Controller for all processing described below.

2. Categories of personal data we collect

2.1 All members, customers and enquirers

We may collect:

- contact information (name, title, addresses, phone numbers, email).
- date of birth.

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- gender.
- membership category, status, renewal dates.
- transaction/payment details.
- records of interactions (emails, phone calls, correspondence).
- login data, technical identifiers (IP address, portal activity).
- CCTV footage at British Skydiving HQ.
- attendance at British Skydiving-sanctioned events.
- photos, videos, audio recordings (with consent where required).
- marketing preferences.

2.2 Competitors and participants

Additional data includes:

- identification documents such as (but not limited too) passport and identity cards.
- team membership or any affiliated Parachute Training Organisation (PTO) details.
- emergency contact details.
- rankings, ratings, competition results.
- disciplinary or incident information.
- sponsorship/grant information.

2.3 Coaches, instructors, officials, pilots, packers and riggers

Additional data includes:

- identification documents such as (but not limited too) passport and identity cards.
- qualification, licence, rating history.
- PTO affiliation or other organisation/team (if applicable).
- training, assessment and accreditation data.
- qualification/rating start and end date.
- safeguarding-related information including criminal records where required.

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2.4 Special Category Data

We may also collect more sensitive personal information regarding you including:

- medical and fitness information including medical conditions, health and sickness records, medical records and health professional information.
- injury reports.
- disability information.

Processing is based on:

- necessity for health & safety in the sport.
- safeguarding.
- legal claims.
- explicit consent where required.

2.5 Criminal Records Data

Where required, processing of criminal records data is supported by an Appropriate Policy Document in accordance with Schedule 1 of the Data Protection Act 2018.

Collection of this data includes circumstances where:

- processing is required to meet safeguarding duties or comply with regulatory or employment standards; and
- processing is conducted in accordance with a legal obligation or based on the individual's explicit consent, as required under data protection law.
- Criminal records data is processed through our Disclosure and Barring Service (DBS) system, which is used to collect and submit personal information for the purpose of obtaining DBS checks. Access to this data is restricted and appropriate technical and organisational measures are in place to protect it against unauthorised access, disclosure or misuse.

2.6 Children's Data

British Skydiving may process data relating to individuals under 18 where they participate in skydiving activities or involved in safeguarding matters. Additional protections apply and information is collected from parents or guardians where required.

3. Where We Obtain Personal Data

We collect personal information from a range of sources to ensure we can safely and effectively administer skydiving activities, manage memberships, fulfil regulatory duties

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and support event participation. Most data comes directly from you, but some is provided by organisations involved in the sport or by individuals contributing to safety or incident investigations. We obtain personal data from the following sources:

- Directly from you via membership, enquiries, purchases or portal registration.
- From PTOs, teams, skydiving centres (UK or international). These organisations may provide information required to confirm your membership status, verify qualifications, support training records, or meet safety, reporting and regulatory obligations.
- From witnesses or individuals involved in incident reporting.
- From International or National sporting bodies.
- From publicly available sources where relevant.

We also receive personal information relating to Drop Zone owners or operators as part of affiliation, governance, safety management and regulatory compliance processes.

4. How We Use Your Information (Purposes & Lawful Bases)

In accordance with ICO standards, each processing activity is explicitly linked to its lawful basis.

4.1 Membership Administration

Purpose	Data Used	Lawful Basis
Administer membership, renewals, insurance and benefits. This includes processing your personal details to manage your membership lifecycle, issuing renewal notices, arranging insurance coverage and ensuring you received all associated services.	Contact, membership, payment, communications	Contract
Provide safety updates, operational notices and competition/event information. We use your contact and membership information to keep you informed about essential safety guidance, operational changes affecting your participation and upcoming competitions or events relevant to your role.	Contact, membership.	Contract
Provide digital access (portal, account management). To enable secure access to online member portals, training systems and account tools. We process login credentials and device data to maintain system integrity and protect against unauthorised access.	Login and device data.	Legitimate interests (IT/system security)

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4.2 Events, Competitions & Performance

Purpose	Data Used	Lawful Basis
Registration & participation in events. We use your submitted details to register you for sporting events, verify eligibility, allocate resources, and manage event logistics throughout your participation.	Contact, affiliation, performance data.	Contract
Performance reviews & training. When evaluating coaching needs or performance progression, we process coaching insights and relevant health information to support athlete development under appropriate safeguards.	Coaching data, health data.	Contract + special category conditions
Video/photography for sport promotion. If you give consent, we may capture images or videos of you at events for promotional materials, social media, or organisational publications aimed at showcasing the sport.	Images.	Consent

4.3 Health & Safety and Incident Management

Purpose	Data Used	Lawful Basis
Investigating incidents. Information such as incident reports, witness statements, health details, and contextual data may be processed to understand what occurred, take corrective actions and comply with regulatory reporting duties.	Contact, health data, coaching data.	Contract, legal obligation and legitimate interests
Performance reviews & training. When evaluating coaching needs or performance progression, we process coaching insights and relevant health information to support athlete development under appropriate safeguards.	Coaching data, health data.	Contract + special category conditions

4.4 Marketing & Communications

Purpose	Data Used	Lawful Basis
Membership-benefit communications.	Contact, membership category/status and communications preferences.	Contract
Promotional marketing, newsletters. With your consent, we send updates about new programmes, offers, organisational news and broader promotional content that may interest you.	Contact. Membership and marketing preferences.	Consent

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4.5 Governance, Compliance & Security

Purpose	Data Used	Lawful Basis
Safeguarding checks We process relevant personal data to assess suitability for roles involving minors or vulnerable individuals, in line with statutory safeguarding frameworks.	Contact, identity, role, accreditation information, DBS/ safeguarding information.	Legal obligation
Criminal records checks Where required, we conduct criminal background checks to comply with legal duties or, where applicable, with your explicit consent.	Contact, identity, criminal records data and role.	Legal obligation or explicit consent
IT system monitoring System logs, device identifiers and usage data may be processed to detect security threats, prevent misuse and ensure stable operation of critical IT systems.	Log in and device data.	Legitimate interests (IT security)

4.6 Recognised Legitimate Interests

Under DUAA 2025, some legitimate interest purposes (e.g., crime prevention, safeguarding and high-risk safety operations) do **not** require a balancing test. The ICO recognises legitimate interests as a lawful basis when clearly explained.

Our recognised interests are:

- ensuring participant safety in a high-risk sport.
- preventing and detecting crime.
- fulfilling safeguarding obligations.

4.7 Automated Decision-Making and Profiling

British Skydiving does **not** use your personal data for automated decision-making or profiling that produces legal or significant effects. All decisions relating to membership, participation, qualifications, disciplinary matters, safeguarding and event eligibility involve meaningful human review.

If this position changes, we will update this Privacy Notice and notify affected individuals where required.

5. International Transfers

UK data transfer rules require that we assess the risks and apply appropriate safeguards when data is transferred outside the UK.

We transfer personal data internationally only when:

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- you participate in competitions outside the UK.
- international governing bodies require information.

Where transfers occur, we apply:

- UK International Data Transfer Agreement (IDTA) or UK Addendum
- Transfer Risk Assessments (TRAs) as required under current ICO standards.

6. Data Sharing

We may share your data with the following organisations, but only when it is necessary for legitimate operational, safety, regulatory or legal purposes. Each organisation receives only the information required for their role and processes it in accordance with applicable data protection laws:

- **Parachute Training Organisations (PTOs), skydiving centres and training providers**

We share data to verify your membership status, confirm training qualifications, manage bookings, deliver training and ensure adherence to safety standards including safeguarding. These organisations use the data to administer your training, maintain safety records and support incident reporting where required.

- **International Federations (e.g. Federation Aeronautic Internationale, International Sporting Committee) and the Royal Aero Club**

Data is shared to support competition licensing, international recognition of ratings and compliance with global sporting regulations. These bodies use the information to issue licences, verify eligibility to compete, maintain global ranking or rating systems and manage international sporting records.

- **Payment processors, IT service providers and auditors**

These third-party service providers receive data so they can process payments, host or maintain IT systems and support our internal governance processes. They use the data solely to deliver these contracted services, such as processing transactions, providing secure system functionality or carrying out financial or compliance audits.

- **Couriers, distributors and insurers**

We share your details so items can be delivered to you and the insurance cover so claims can be managed. These organisations use the data to deliver items, manage logistics, or assess, provide and process insurance-related services.

- **Government agencies and regulators (where required by law)**

Data may be provided to meet statutory obligations, such as incident reporting, safety investigations, or compliance with regulatory requirements. These bodies use the information to carry out their public duties, including oversight, investigation or enforcement activities.

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- **Police and law enforcement agencies**

We may share data when necessary for crime prevention, detection, or investigation, or when compelled by a lawful request. Law enforcement uses the data strictly for these purposes and within the limits of applicable legal frameworks.

We do not sell your personal data.

7. Retention Periods

We only keep your information for as long as necessary for the reason it was collected. The table below shows the data type and retention periods:

Data Type	Retention
Membership records	Up to 7 years after membership lapses.
Incident/accident reports	Up to expiry of legal limitation periods (may exceed 7 years)
Financial records	7 years minimum (statutory)
CCTV footage	Normally 30 days unless needed for investigation
Medical/fitness assessments	Retained for safety and legal compliance periods (which may exceed 7 years).
Meeting recordings	Retain for only as long as needed for the stated purpose e.g. meeting minutes.

This follows UK GDPR's "storage limitation" principle and ICO guidance on retention. You can read the ICO's guidance [here](#).

8. Your Rights

You have rights under the UK GDPR and the Data Protection Act 2018, including the right to:

- Be informed about how your data is used.
- Access your data.
- Ask us to correct inaccurate data.
- Ask us to delete data (in certain circumstances).
- Restrict how we use your data.
- Object to certain uses of your data.
- Move your data to another provider (data portability).
- Withdraw consent at any time.

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You can exercise your rights by contacting us at complianceofficer@britishskydiving.org. We may request proof of identity to ensure data is not disclosed to the wrong person.

Some rights may not apply in safety-critical or regulatory contexts.

Full guidance on your rights is available from the [Information Commissioner's Office \(ICO\)](#).

A general overview of UK data protection law is available [here](#).

9. Complaints Handling

Under the DUAA 2025, all organisations must operate a formal data protection complaints process by June 2026.

Our process allows individuals to:

1. Submit a data protection complaint directly to us at complianceofficer@britishskydiving.org
2. Receive an acknowledgement within **one calendar month**.
3. Receive a reasoned decision or outcome.
4. Escalate to the UK ICO if not satisfied.

10. Contact Details

Questions or complaints:

Email: complianceofficer@britishskydiving.org

Phone: 0116 278 5271

Address: British Skydiving, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

11. Data Protection Officer

British Skydiving has appointed a Data Protection Officer (DPO) responsible for overseeing data protection compliance. You can contact the DPO on the below:

Name: Lizzie Butcher

Email: complianceofficer@britishskydiving.org

Phone: 0116 278 5271

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