**GBSA Centralised Database – Access Declaration**

Dear Club Administrators / Chairperson,

You have been chosen as the Club Administrator for <ENTER CLUB>

The terms of use for the GBSA centralised database are highlighted below. You will only have access to the personal details of those members who are also members of your Club. Please ensure you have read and accepted the rules.

1. You must not share your password with anyone.
2. You must not share accounts.
3. If you export data from the database, the data can only be shared to those stipulated in your clubs Data Protection Policy & Privacy Policy.
4. Any exported data must be password protected and encrypted wherever possible.
5. Data must not be shared with any third parties that are not listed in your Data Protection Policy & Privacy Policy.
6. GBSA has the right to revoke your access at any time.
7. Club Administrators or Chairperson must inform GBSA immediately if any club administrators with database access have left the club. An email should be sent [office@gbskateartistic.co.uk](mailto:office@gbskateartistic.co.uk).

By signing this document, you agree to adhere to the rules. If anyone is found to have breached these rules your access to the database will be immediately removed and your GSBA membership suspended until the investigation into the breach has been completed.

**Club Admin 1**

Signed:…………………… Print:…………………… Date:……………………

**Club Admin 2**

Signed:…………………… Print:…………………… Date:……………………

**Chairperson**

Signed:…………………… Print:…………………… Date:……………………