

ICT Strategy

BPTT ICT Strategy



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Version Control

Version No.	Version Date	Summary of changes
1.0	01/01/15	Initial document
2.0	03/08/23	Updated to reflect changes to IT infrastructure.



BPTT ICT Strategy

Introduction and Purpose

This document sets out the Information and Communication Technology (ICT) Strategy for British Para Table Tennis (BPTT) for the current cycle ending 31 March 2025.

BPTT's ICT Strategy focuses on how to make Information Technology work for BPTT so that it can achieve its vision and mission.

BPTT's vision is to lead the world in recruitment, progression, and performance; providing a people focused, collaborative programme.

BPTT's 2024 mission is to deliver medal winning performances across more classifications / disciplines, and target classifications that are both historically successful, as well as new.

Aims and Objectives

BPTT's key ICT aim is to ensure that our ICT infrastructure offers electronic security, storage, and efficient communication so that our team can concentrate on achieving our vision and mission.

BPTT's key ICT objectives are:

- Use hardware and software that is fit for purpose.
- Maintain a website that is easy to use for BPTT members and visitors to the website.
- Store data in a safe and secure manner.
- Use efficient communication methods.
- Be mindful of the social and environment impact when making ICT decisions.
- Adapt and grow the sport following changes and developments in technology.

Data Management

BPTT currently use Dropbox to store and share files using secure, cloud-based storage.

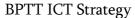
The majority of Dropbox storage servers are located in data centres across the United States of America (USA).

Dropbox's data protection information can be found here:

https://www.dropbox.com/en GB/security/gdpr

BPTT's website is hosted by Shopify. BPTT's membership data is stored within the membership

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area of the website. Shopify is completely cloud-based. The data is stored on servers owned and operated by Shopify. These servers are located in Canada and the USA.

Shopify's data protection information can be found here: https://help.shopify.com/en/manual/your-account/privacy

BPTT staff use Microsoft Office 365 as its email host.

Microsoft's data protection information can be found here:

https://www.microsoft.com/en-gb/trust-center/privacy

BPTT uses Mailchimp to send e-newsletters to its members and e-newsletter subscribers. Mailchimp's data protection information can be found here: https://mailchimp.com/help/about-the-general-data-protection-regulation/

BPTT also uses Coach Logic video analysis software to analyse athlete performance. Coach Logic's data protection information can be found here: https://support.coach-logic.com/hc/en-us/articles/360018815552-GDPR-and-Data-Protection

GDPR

BPTT's GDPR Compliance Statement can be found on the BPTT website: https://www.britishparatabletennis.com/pages/governance

Privacy Policy

BPTT's Privacy Policy can be found in the footer of the BPTT website: https://www.britishparatabletennis.com

Hardware and Software

BPTT strive to have up-to-date hardware, with the latest software, at the forefront of technology. BPTT staff currently use Apple products - iPhones, iPads, MacBooks, and iMacs. BPTT staff are encouraged to keep software updated on their devices for security and efficiency reasons.

As mentioned above, BPTT uses Coach Logic performance analysis software. The hardware is reviewed every cycle (4 years), and an Asset Register is maintained.

Cyber Security

Cyber security is the application of technologies, processes, and controls, to protect systems, networks, programs, devices, and data, from cyber attacks.

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It aims to reduce the risk of cyber attacks and protect against the unauthorised exploitation of systems, networks, and technologies.

Along with the safe and secure storage of data; BPTT encourage staff and volunteers to do the following for additional security:

- Set up two-factor authentication.
- Use password protected spreadsheets.
- Keep software and apps up to date.
- Refrain from using public wi-fi networks and hotspots.
- Use a password manager.
- Use a screen privacy filter (provided by BPTT).
- Avoid leaving devices unattended (log out or lock screen).
- Request training on any areas they would like to improve upon.

BPTT also uses a router with a firewall at its head office to protect from cyber attacks.

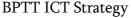
Finally, BPTT holds cyber and data insurance to protect BPTT from evolving cyber threats and risks associated with data, whether electronic or non-electronic. BPTT are covered for claims and investigations arising from cyber or data liability, including legal defence costs for covered claims and investigations and losses arising from cyber or data incidents (discovered during the period of insurance, up to the limit of indemnity shown in the schedule).

Communication Methods

BPTT uses the following communications systems to communicate with its personnel, members, stakeholders, customers, and members of the public:

- Emails BPTT uses Microsoft Office 365 for business. Technical support is available to our personnel 24 hours a day, 7 days a week via Microsoft.
- E-newsletter BPTT uses Mailchimp to send information to members and enewsletter subscribers such as how to enter domestic competitions, AGM info, and latest news.
- Website BPTT's website, hosted by Shopify, is used to share information such as how to find places to play table tennis, membership, future stars information, domestic competitions, classification details, latest news, information on our performance squad, anti-doping information, safeguarding information, how to get in touch, and governance information.
- Social Media BPTT uses social media sites such as Facebook, Instagram, Twitter, and LinkedIn, to share its latest news and information.

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 Mobile Phones - BPTT also uses mobile phones to communicate verbally and nonverbally (WhatsApp and mobile messaging).

BPTT's Communication Strategy is available to view on the BPTT website: https://www.britishparatabletennis.com/pages/governance

Risk Management

BPTT has a risk register with risks reviewed by BPTT committees, with oversight from the BPTT Board.

Current risks relating to ICT included in the BPTT Risk Register are:

- GDPR policy and procedures
- Non-compliance to the Code for Sports Governance
- Not having appropriate policies and process documents which are maintained, implemented, reviewed, and monitored in practice.
- Loss of BPTT data
- Lack of communication internally and externally
- Inadequate data protection protocols

These risks are reviewed at a minimum 3 times a year.

Website

The BPTT website is a key communication and information tool that needs to be at the forefront of technology to support the needs of the organisation and the BPTT family. Every cycle BPTT will review the website to ensure it remains fit for purpose.

Telephony

BPTT do not use an internal telephony system. Instead, appropriate staff members have work mobile phones.

Video Conferencing

BPTT use video conferencing for meetings whereby the attendees are not based at the same location. This is for convenience and to reduce the environmental impact of the business. BPTT primarily uses Microsoft Teams.

Planned Advancements

BPTT are planning on making the following improvements by the end of this cycle, 31 March 2025:

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- Explore changing the file hosting service from Dropbox to SharePoint, due to financial reasons.
- Upgrade some of its hardware: 6 x iPads, 1 x iMac, where the budget allows.
- Work with the main BPTT venue to improve the wi-fi provision.
- The BPTT Risk Register is currently being reviewed (as of August 2023), the Risk Management section of this ICT Strategy will be updated when the BPTT Risk Register has been updated.
- The BPTT Communications Strategy will be updated by the end of this cycle by the BPTT Communications Committee.

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