



# **Privacy Policy**

## **Wombwell Sub Aqua Club (Branch 1460)**

16-July-2018 | v1.3

## TABLE OF CONTENTS

1	INTRODUCTION .....	3
2	THE INFORMATION PROVIDED TO US.....	3
3	THE INFORMATION WE COLLECT ABOUT YOU .....	3
4	HOW WE USE YOUR INFORMATION .....	3
5	PROTECTING YOUR INFORMATION .....	4
6	DATA RETENTION .....	4
7	DATA BREACHES.....	5
8	FURTHER INFORMATION .....	5
9	CONSENT FORM .....	6

## 1 INTRODUCTION

The General Data Protection Regulation (GDPR) is a regulation in European Union law on data protection and privacy for all individuals within the European Union and aims to give greater protection and rights to individuals. Its provisions in the UK are encompassed by the Data Protection Act 2018.

This policy explains how Wombwell Sub Aqua Club complies with the GDPR regulations, and, how the information we collect about you is used and kept securely. It also explains your privacy choices and your right to access your information under Data Protection Legislation.

## 2 THE INFORMATION PROVIDED TO US

When you become a member of Wombwell Sub Aqua Club, or participate in club events such as 'try-dives', you provide us with the following information:

- Full Name
- Date of Birth
- Current Address and Postcode
- Contact Telephone Number
- Contact Email Address
- Emergency Contact Name
- Emergency Contact Telephone Number(s)
- Details of any allergies
- Details of any medication
- Details of any medical conditions

## 3 THE INFORMATION WE COLLECT ABOUT YOU

During your membership, Wombwell Sub Aqua Club collect your BSAC membership number, BSAC membership grade and BSAC membership status from the British Sub Aqua Club web portal in order to:

- maintain your club membership grade and club subscription status
- monitor and record your training and qualification progress and attainment

We may also collect the following information about you through our websites:

- how you use and access the websites ("Usage Data"). This usage data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, pages of our websites that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data
- we use cookies and similar tracking technologies to track the activity on our Service and hold certain information. Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyse our service.

## 4 HOW WE USE YOUR INFORMATION

Wombwell Sub Aqua Club use your personal information for a number of purposes, including:

- to deal with your membership requests and enquiries
- to contact you about club or BSAC matters

- to track your membership subscriptions
- to track and monitor your training and qualification progress
- to track any club equipment hire
- to manage your participation on club trips and events
- to make available emergency contact details to club diving managers when running club diving events

This information is accessed by club officials including:

- serving committee members (diving officer, chairperson, membership secretary, treasurer, training officer, media officer)
- equipment officer and deputy equipment officers
- club instructors
- dive managers and assistant dive managers
- trip organisers

Wombwell Sub Aqua Club does not pass your information to any other third parties other than the British Sub Aqua Club for the purpose of membership/qualification management. In the event of a diving incident, Wombwell Sub Aqua Club may also pass your details to the relevant emergency services

Under some circumstances, Wombwell Sub Aqua Club may be required to disclose your information to law enforcement organisations provided that they have confirmed that the information is required for the prevention or detection of crime, or, the apprehension or prosecution of offenders. Wombwell Sub Aqua Club will share only what is needed for those purposes and, where possible, will anonymise the data before sharing.

If Wombwell Sub Aqua Club would like to share your information for any other purpose we will ask for your consent.

## **5 PROTECTING YOUR INFORMATION**

Wombwell Sub Aqua Club stores your data on an Amazon Web Services (AWS) cloud hosted Word press web application platform hosted in the European Economic Area. This platform provides the following safeguards to protect your information:

- only authorised club officials have access to the member database
- the web application and hosting platform is subject to automated updates
- the web application is protected from malware and cyber-attack using a web application firewall
- your personal details are encrypted in transit and at rest using strong cryptographic controls
- your information is automatically replicated within AWS to protect against component failure and data loss

## **6 DATA RETENTION**

Wombwell Sub Aqua Club stores your information indefinitely whilst ever you are a member of the club for those purposes defined in section 4. Within two months of you ceasing your membership with Wombwell Sub Aqua Club, all of your membership records will be removed from the Wombwell Sub Aqua Club membership database.

Wombwell Sub Aqua Club will destroy records for try divers who do not join the club within 1 month or the try dive activity.

## **7 DATA BREACHES**

In the event of a data breach (breach of security which leads to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data), Wombwell Sub Aqua Club will notify you by email and by letter. If a data breach appears likely to cause a risk to your rights and freedoms, then Wombwell Sub Aqua Club will notify the Information Commissioners Office (ICO).

## **8 FURTHER INFORMATION**

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the Wombwell Sub Aqua Club:

- [hello@dearnevalleydivers.org.uk](mailto:hello@dearnevalleydivers.org.uk)

## 9 CONSENT FORM

Wombwell Sub Aqua Club is required by the Data Protection Act 2018 to obtain your consent in order to store and process your personal information as described within this Privacy Policy.

You are entitled to withhold your consent without detriment to your membership. Under these circumstances you will be required to:

- manage your own membership subscriptions to the the British Sub Aqua Club (BSAC)
- manage your own training records and qualifications
- present Wombwell Sub Aqua Club with evidence of your BSAC membership and qualifications for the purpose of proving eligibility of cover under the BSAC 3rd party insurance arrangements prior to participation in club diving events. Your information will not be retained under these circumstances.
- present Wombwell Sub Aqua Club with a declaration that you are medically fit and do not suffer from any disqualifying conditions prior to participation in club diving events. Your information will not be retained under these circumstances.
- present the Wombwell Sub Aqua Club nominated dive manager or club instructor with your name, address, date of birth, emergency contact details prior to participation in, and for the duration of, club diving events. Your information will not be retained under these circumstances.

### Declaration:

*I have read and understood the Wombwell Sub Aqua Club privacy policy and consent to provide my personal details for the purposes described in the Wombwell Sub Aqua Club privacy policy. I understand that I may withdraw my consent at any time.*

Member Name: \_\_\_\_\_

Signature of Member \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_  
(if under 18)

Date of Signature \_\_\_\_\_