

# Bromley & District BSAC Branch (0026): Data Protection Statement & Privacy Notice

Last Updated: 14 June 2018 by Neil Clegg (Club Secretary)

## Introduction

You may be aware that the new data protection law comes into effect on 25 May 2018. To comply with the regulations, this privacy notice has been prepared to notify all members of how the club intends to protect your data. This will be posted on our website, and made available on request to all members.

This statement explains how the Bromley & District Branch of BSAC (hereafter referred to as "Bromley Diving Club", "the club", "we", "us" and "our") handles and uses the personal information we collect about our members, alumni and other participants in events organized by us for processes relating to our operations and activities.

The data controller for your personal information is the membership secretary of the club. They may be contacted at [membership@bromleydivingclub.com](mailto:membership@bromleydivingclub.com). All other committee members are data processors (and may handle your data) and are responsible to the data controller.

**It is your responsibility to maintain your information with us and ensure we have the correct details at all times.**

## How We Use Your Personal Information

We collect and process your personal information for a number of purposes, including:

- Maintaining your personal details (e.g. your name and contact details), to ensure effective communications with you. This includes, but is not limited to, messaging via WhatsApp and email.
- Bromley Diving Club is a branch of BSAC (British Sub-Aqua Club). Diving members of Bromley Diving Club must therefore be members of BSAC. To process BSAC membership, Bromley Diving Club will pass on relevant personal and payment information to BSAC. The club will also adhere to BSAC's data sharing agreement.

- Keeping financial records (e.g. payment of your membership fees). The treasurer and membership secretary will keep appropriate records of payments between you and the club.
- For safety reasons Bromley Diving Club will store medical information, shared by members, relating to members fitness to dive. This will only be made available in emergencies, e.g. police, ambulance, etc.
- Maintaining a formal record of your activities with us.
- Managing complaints made to us.
- Managing club alumni relations

Our normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the club to run effectively and efficiently, and as we only collect and use minimal information for the limited purposes listed here. If we need to use your personal information outside of the purposes listed here, we will seek your consent to do so in advance.

We keep all other personal information for as long as we need it. With the exception of email addresses, our personal information retention period is usually five (5) years after your membership ceases. Member's email addresses are automatically added to our alumni mailing list once membership ceases. All mailing lists have an unsubscribe option. You may also request, in writing, that your data be removed once you leave the club if this is not acceptable.

Records of committee meetings, AGMs, SGMs, awards and club activities are retained indefinitely and may be published on the Bromley Diving Club website.

## How we Share your Personal Information

- We share some of your personal information including fitness to dive with BSAC for the purposes of obtaining BSAC membership and training.
- We use Google Drive to store electronic copies of information. All committee members are data processors (with the membership secretary being the data controller) and will handle your data in accordance with the club's data handling protocols. These are also available on the club website and on request.
- We may share your contact details with dive marshals who are responsible for the diving on trips where you are present. All dive marshals will be members of the club and of BSAC. The marshal(s) will not retain your information once the trip is over.
- We may ask for your permission to share your contact details with third parties other than BSAC,, for example, a dive centre abroad for a club trip. We will not share information to third parties unless you have given your consent on a case-by-case basis.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance unless in doing so we would be placing you or others at risk of harm.

## Your Rights

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you have questions or concerns about how your personal information is used, please contact us. You can contact the data controller at [membership@bromleydivingclub.com](mailto:membership@bromleydivingclub.com).

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).