



Privacy Statement



Plymouth Sound Divers Privacy Statement for General Data Protection Regulation (GDPR).

This privacy statement explains what you should expect us to do with your personal information.

Our Contact Details:

Plymouth Sound Divers BSAC

Address: Mount Batten Centre, Plymouth PL9 9SG

Email: membership.plymouthdivers@gmail.com

The type of personal information we collect:

- Personal identifiers, which include: name, address, phone number (e.g. home, work and mobile), email address (e.g. home, university and work),
- Gender
- Ethnicity
- Health data – General Medicals, HSE Diver Medicals etc.
- Safeguarding data
- Health and Safety Information to make sure club activities operate within BSAC's Safe Diving Practices.

Information we also collect:

- Records of meetings and decisions
- Information relating to compliments or complaints

How we get the personal information and why we have it:

We receive personal information indirectly from the following sources in the following scenarios:

- A BSAC affiliated Branch when you join or renew your BSAC membership through them, or us directly. When you complete a BSAC training course at a national or branch level.
- BSAC Centres or Franchise when you register to do a BSAC course, or when you complete the course.
- A BSAC Region when you complete a BSAC course.
- Personal information is also provided to us directly by you, either over the phone or online from email or social media.

We use the information that you give us to:

- Administer your membership to Plymouth Sound Divers BSAC.
- Inform you, and administer, events and training courses.

We may share this information with:

- Any BSAC Branch you are a member of.
- Branch level training opportunities.
- Also, for data storage and retrieval.

Lawful Bases

Under both the UK and EU General Data Protection Regulation (GDPR), the lawful bases we rely on for processing personal information are:

We have a contractual obligation:

- Processing a member application for a membership subscription you hold with us, including the price, the payment methods available and the conditions to attach.
- Managing your monthly or yearly membership with us, or an application for one.
- Updating your records to keep you up to date with your membership and contact you regarding renewal.

We have a legal obligation:

- To comply with our legal obligations.
- To share your contact, emergency contact, and next of kin information with emergency services if necessary.
- Organisations we're legally obliged to share personal information with.

We have a legitimate interest:

- Update your records to keep you updated on your membership and contact you regarding renewal.
- To monitor and keep records of our communications with you and our committee members.
- To administer our good governance requirements such as internal reporting and compliance obligations or administration required for our AGM processes and elections to the committee.

Your consent:

- If none of the above Lawful Bases apply, we will ask for your consent to process your personal information.
- You are able to remove your consent at any time. You can do this by using 'Our contact details' above.
- Personal information gathered within your consent will only be used for the purpose for which it was stated at the time of collection, except in those circumstances where Plymouth Sound Divers BSAC must provide it to fulfil statutory obligations.

- Plymouth Sound Divers BSAC may contact individuals directly for the purposes of obtaining further information needed to fulfil the original purpose.

Your data protection rights:

Under data protection law and General Data Protection Regulation (GDPR) You have rights including:

Your right of access:

- You have the right to ask us for copies of your personal information.

Your right to rectification:

- You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure:

- You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing:

- You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Please get in touch with us using 'Our contact details' above if you wish to make a request.

What happens if you do not provide your personal information to us or you withdraw your consent, enact your right to restrict or object to us processing your personal information?

- We would be unable to provide you with our services to you as a member if you do not provide certain information to us. In cases where providing some personal information is optional, we'll make this clear.

How we store your personal information

- Your information is securely stored in the UK.

We hold:

- Plymouth Sound Diver BSAC Membership details for the duration you are a member of Plymouth Sound Diver BSAC and for 2 years after membership has ended, then anonymised, this includes email address, and all personal all person information stated above.
- A small number of photos and Images are held in line with our privacy statement and have been approved to use by the individuals within the photo or by the photographer if the photo or video contains no other people.
- Personal information no longer required will be destroyed, deleted or anonymised however records of training will be kept for statistical purposes.

How to complain:

- If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>