

Privacy Policy

This Privacy Policy tells you what data we collect in the Club, why we collect it and what we do with it.



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This Privacy Policy should be brought to the attention of the Luton BSAC Club members

General Data Protection Regulation or GDPR comes into place across Europe on 25 May 2018. The new regulation sets out the way we can collect, store club data and replaces the Data Protection Act 1998. It also sets out your rights to request to access, amend, update or restrict processing of your data.

By providing your personal information you acknowledge that we may use it only in the ways set out in this Privacy Policy. We may provide you with further notices highlighting certain uses we wish to make of your personal information.

From time to time we may need to make changes to this privacy policy, for example, as the result of other developments in data protection laws or privacy generally.

The Club committee is committed to informing you of these changes.

1. Club Privacy Principles

When we collect and use your personal information, we ensure we look after it properly and use it in accordance with our privacy principles set out below, keep it safe and will never pass this on outside the club and/or its club committee.

1. Personal information you provide is used in a transparent manner.
2. Personal information you provide is collected for a specific purpose and is not processed in a way or passed to third parties
3. Your personal information is adequate, relevant and limited to what is necessary for the Club.
4. Your personal information is kept accurate and, where necessary kept up to date
5. Your personal information is kept no longer than is necessary for the purposes for which the personal information is processed i.e. Membership
6. We will take appropriate steps to keep your personal information secure
7. The personal data is not accessible by un-authorized persons.

2. How do we collect your personal information?

We collect personal information directly from you:

- via enquiry emails, club Membership registration
- when filling in information for a club trip
- Medical declaration (BSAC Members only)
- Try divers (medical declaration)
- Temporary BSAC joining form
- When you sign up and sign in to the club website contact list

3. What personal information do we collect?

- Personal information
 - contact details such as name, email address, and telephone number
 - details of Membership status
- Sensitive personal information
 - Paper Medical declarations (if not carried out via online @ MyBSAC account)
 - Try Diver Forms (declarations)

4. How do we use your personal information?

We may keep your personal information for a number of different purposes and these are set out in more detail in the below tables. Under new data protection laws we need a reason to use personal information and how; long it is retained. We have set out below the main reasons why we process your personal information in the club and the applicable circumstances when we do so.

We will usually only ask for your consent in relation to processing your sensitive personal information (such as your Paper BSAC membership medical declaration or try diver form) this will be made clear when you provide your form. If we ask for your consent we will explain why it is necessary. Without your consent in some circumstances, we may not be able to process your club or BSAC membership. Consent will also be requested for joining Members that are under 18 years of age where adult consent for using their information will be required.

Data Club uses and Retention Reason

Information type	Storage	Protection	Retention period	Reasons for retention	Comments
Club Email List	Website Hosted by server 1and1.co.uk	Password protection	While membership of Luton BSAC club	<ul style="list-style-type: none"> > For club members - Dive trip organisation > Social Events > Contacting fellow Club members 	will only keep data as long as you remain a Luton Club Member and payments are not in 3 months arrears. Or when you request removal via email gdp@lutonbasc.co.uk
Personal Details (Name,Email,Telephone numbers)	Website Hosted by server 1and1.co.uk	Password protection	While membership of Luton BSAC club	<ul style="list-style-type: none"> > For club members - Dive trip organisation > Social Events > Contacting fellow Club members 	will only keep data as long as you remain a Luton Club Member and payments are not in 3 months arrears. Or when you request removal via email gdp@lutonbasc.co.uk
Medical declarations (BSAC members Only)	Online via BSAC or paper copies filled in locked cabinet	Restricted access	1 year from club renewal Date (1st July)	Annual Medical declaration required for BSAC Liability insurance	Refer to BSAC for there data policy if carried out online - Paper copies destroyed after Club renewal date 1st July (each year)
Membership temporary joining forms / annual Renewal	Paper copies only -club copy filled	Restricted access	until membership confirmed via Membership secretary	Until Membrship confirm from BSAC HQ	Only kept until membership confirm via BSAC - Paper copies destroyed after this period by shredding - Online Club via BSAC joining not affected by this information.
Try Diver form	Club account book	Restricted access	3 months	Try divers have to declare any medical conditons before entry to Pool	Club desk use only and data shreeded after rentention date.
Club data regarding running of club (accounts, AGM minutes and training guidance material	Mycloud drive	Password protection & Restricted access	As long as possible to keep club data	accounts, AGM minutes, committee minutes and training guidance material	Data is restricted to committee members only !

5. Who do we share your personal information with?

We only share non sensitive data with club members for the easy of contacting fellow divers or friends.

We do not share your personal data with non-members of the club or any third party.

6. How long do we keep records for?

We will only keep your personal information for as long as reasonably necessary to fulfil the relevant purposes set out in this Club Privacy Policy.

The time period we retain your personal information for will differ depending on the nature of the personal information and what we do with it as specified in the section 4 table. We may typically only keep medical declarations for one year to the annual club renewal, if not able to carry out this online via BSAC.

7. Your Rights

You have the following rights in relation to our use of your personal information for the Club.

The right to access your personal information

You are entitled to a copy of the personal information we hold about you and certain details of how we use it. Your personal information will usually be provided to you by electronic means, unless you specify otherwise.

The right to rectification

We take reasonable steps to ensure that the personal information we hold about you is accurate and complete. However, if you do not believe this is the case, please amend through our secure database contact list or via email GDPR@lutonbsac.co.uk.

The right to erasure:

You have the right to ask us to erase your personal information, for example where the personal information we collected is no longer necessary for the original purpose or where you withdraw your consent (e.g. BSAC Medical declaration & information).

The right to withdraw consent:

For certain uses of your personal information, we will ask for your consent. Where we do this, you have the right to withdraw your consent to further use of your personal information.

The right to lodge a complaint

You have a right to complain to the ICO at any time if you object to the way in which we use your personal information. More information can be found on the Information Commissioner's Office website: <https://ico.org.uk/>

8. Contact Details

If you wish to contact the us for any reason regarding this policy or your data , the details are below:

GDPR@Lutonbsac.co.uk

9. Clubs data privacy declaration

By providing the club with some personal information helps the club to function efficiently. However, the committee takes its responsibilities seriously. The club stores members' data confidentially and we do not pass it on. Any member may request to see exactly what information the club has about themselves to ensure it is accurate and up to date.