



# Blue Water Diving Club

## Data Protection Policy

Blue Water Diving Club (BWD) is established as set out in its Constitution to provide opportunities for diving as a shared interest of its members. In order to perform this function, BWD holds personal information about its members, and so acts as a Data Controller and Data Processor in the UK as specified in the relevant legislation: the [General Data Protection Regulation](#). This document provides information about how BWD handles members' personal information.

### Personal Information

BWD collects such personal information about members as is necessary for the legitimate interests of BWD: specifically, information needed for effective management of BWD activities. This includes name, diving qualifications, diving medical reports, contact details, membership status.

BWD is a branch of the British Sub-Aqua Club (BSAC) and, as such, members' personal information is provided to BSAC. Personal information provided to BSAC is covered by the BSAC's own data protection policy.

Additionally, BWD may hold personal information for anyone contacting BWD, or whom BWD contacts by way of its general business. This information is used to satisfy a requested service or a contractual requirement.

Any person wishing to verify the information held by BWD, or to correct or update that information, may apply to the Secretary (or any other member of the BWD Committee). A fee may be applied.

BWD does not expect to be handling data for children (currently under the age of 16). Should this happen in the future, then a parent or guardian's consent will be required to store and process the child's data. Also, BWD will ensure that a data privacy notice is provided to the child in language that the child would be expected to understand.

### Use of Personal Information

Personal information is only used as necessary for the activities of BWD and for communication with members. As part of the activities of BWD, certain personal data (e.g. name, contact details, medical reports) may be passed to related organisations (e.g. BSAC). Personal information is not made available for any other purposes and is not passed to third parties or the general membership of BWD. Some personal information may be provided to dive and event organisers to allow them to contact members and, for organised dives, to ensure safe diving.

Personal information is stored as data on a cloud server (e.g. Dropbox, OneDrive, Google Docs) managed by an external organisation with access restricted to Committee members. Hard copies of personal information may also be held by members of the Committee.

BWD does not use members' email addresses or contact details for marketing purposes and does not forward any marketing emails addressed to BWD unless the member has explicitly consented.

Personal contact details are held for current members and are normally retained for a period of two years after membership is terminated. Leaving members can ask for their details to be deleted on request to the Secretary (or any other member of the BWD Committee). Some personal information (such as name, membership record) may be retained indefinitely as part of BWD's historical archives.