

Privacy Policy

Who are we?

Banstead Underwater Diving Club (BUDC) is branch number 1314 of the British Sub Aqua Club (BSAC). We are a non-profit making club run by our members.

What personal information do we hold?

Information we may hold includes:

- Personal details such as title, full name, contact details and address
- Your date of birth and gender
- Bank Details and financial transactions with the club
- Photographs
- Diving qualifications, diving medical forms and club training record

How is personal information collected?

Personal information may be collected with the consent of the user including by way of interactive submission on our website, email or paper application form.

How does BUDC use this information?

There are various reasons why personal information is gathered which includes but is not limited to:

- Managing your membership
- Provision of other services offered by BUDC
- Participation in events offered by BUDC
- Managing your membership with BSAC
- Provision on of relevant activities offered by other suppliers

Information gathered with the explicit consent of the user will only be used for the purpose for which it was intended except in those circumstances where BUDC must provide it to fulfil statutory obligations. BUDC may use personal details to contact individuals directly for the purposes of obtaining further information needed to fulfil the original purpose. We do not pass, or sell your data to any third party except to partners who help us provide these services.

BUDC may use personal information to contact members and individuals who have contacted us by electronic or physical means including but not limited to:

- Sending e-mail
- Telephoning users to obtain additional information and clarification
- Other electronic and physical correspondence

How long is your personal information retained by us?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- For as long as you are a member of the club
- For as long as we provide services to you as a member, such as loan of equipment
- Retention periods in line with legal and regulatory requirements or guidance

What should you do if your personal information changes?

You should tell us by emailing budcinfo@freelists.org so that we can update our records.

Do you have to provide your personal information to us?

We are unable to provide you with our services if you do not provide certain information to us. In cases where providing some personal information is optional, we will make this clear.

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Security

BUDC will take reasonable precautions to ensure that the personal data it gathers will be kept securely and within the control of BUDC at all times.

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you revisit our website. The current policy can also be obtained on request by emailing BUDC.

Your data protection rights

Where BUDC is using your personal data on the basis of your consent, you have the right to withdraw that consent at any time.

Right of access

You are entitled to request a copy of the data we hold on you. We will need you to provide information that will help us confirm your identity. If we hold personal information about you, we will give you a copy of the information in an understandable format together with an explanation of why we hold and use it.

Once we have all the information necessary to respond to your request we will provide your information to you within one month. This timeframe may be extended by up to two months if your request is particularly complex.

What to do if you're not happy

In the first instance, please talk to us directly so we can resolve any problem or query. You also have the right to contact the Information Commissions Office (ICO) if you have any questions about Data Protection. You can contact them using their help line 0303 123 113 or at www.ico.org.uk.

Contact us

If you have any questions or comments about this privacy notice, or if you wish to exercise your rights, you can contact us at budcinfo@freelists.org