

# **R&N BSAC Policy on Adherence to the 1998 DATA PROTECTION ACT.**

Data provided by members, and potential members are stored in the following four locations:

1. For 'Try Dive' Try divers the liability waiver form is stored by the membership secretary
2. Membership information, and training records are held on the membership database
3. Personal contact details provided to the Dive Manager on a dive trip are held by the dive marshall.
4. The Medical form which is filled in annually by members, is kept by the membership secretary along with the paper BSAC subscription receipt and the signed new member records form.

Data is stored only as long as necessary, the following is R&N BSAC procedure:

1. The liability form is held for a minimum of 3 months, in case of any come back, and no longer than 12 months. Forms are destroyed when 'expired'.
2. Data is held and updated for the duration that a member is part of the club.
  - o When a member has 'expired' (3 months after renewal date) from the club their details are erased except for their name and email address, since some 'expired' members wish to receive invites to social functions and email circulars. If you email [memsec@rnbsac.co.uk](mailto:memsec@rnbsac.co.uk) and request removal they will remove you from the email distribution list, and additionally if you are an expired member and request to not receive the emails R & N BSAC will remove your records entirely from the database.
  - o 'Potential' members who initially show interest in the club, but decide not to follow it up will have their details kept for minimum of 3 months, (in case they change their mind), and no longer than 12 months. Thereafter will be deleted from the database.
3. Personal contact details are kept for the duration of the dive trip. Once the trip has concluded (without incident) the Dive Manager will destroy the contact details.
4. The medical form is destroyed annually when a member renews providing a new form. In the case where a member becomes 'expired' their paper copies of the forms, and all records are kept for a minimum of 3 months, in case of any come back, and no longer than 12 months, and then destroyed.

## **Type of Data Stored**

The following data is stored on the database, which is provided via the Branch Contact Member form, the medical self declaration form, and the BSAC renewal forms:

- Name

- Address
- Telephone Number (s)
- Email address
- Date of Birth
- Primary (and secondary if provided) emergency contact details
- Training records
- Expiry date of medical
- Year joined R & N BSAC
- Year joined BSAC
- Renewal dates
- Membership status (Full, Swim/Social, Honorary, Expired etc)
- A passport style photo of the member is held in the members only section of website when permission is attained.

## **Access to data**

- Any member can obtain a copy of their information held by R & N BSAC on them. Email [memsec@rnbsac.co.uk](mailto:memsec@rnbsac.co.uk) and request to receive this information.
- The records database is held electronically with a copy held by Committee members.