



Data Privacy Policy

This is the data privacy policy covering the activities of Cambridge Dive Development Centre (“CDDC”) and Cambridge Dive Team (“CDT”) of Parkside Pools, Cambridge, also referred to in this Privacy Statement as “the club”. The club is committed to protecting and respecting the privacy of your personal data. This policy describes how collect, process and use your information and the rights you have in relation to your information

We may collect information from you about your preferences through;

- the arrangements when you enter into an agreement with us for yourself or those for whom you have parental responsibility to have lessons within our “Learn to Dive” scheme;
- the arrangements when you or those for whom you have parental responsibility become members of CDT;
- the use of our website;
- other routes such as when you request information or support from us in direct communication with the club coaching, administrative or management team.

We must have a lawful basis to process your personal data, and this policy explains what our lawful basis is in respect of each purpose for which we keep and use information about you.

We are allowed to process your personal data where;

- it is necessary in connection with a contract between us (such as a contract to supply our products or services);
- it is necessary in order for us to comply with our legal obligations; or
- where we have a legitimate interest to do so (but we will always consider whether your right to privacy overrides our interest).

By using any of our services, including our website, and by providing us with any personal information, you are consenting to the use of your personal information as set out in this policy. Please do not send us any personal information if you do not want that information to be used in this way.

References in this policy to “your information” are also to personal information that you provide to us. The club is the data controller of any information provided to us including information provided via our website. Our contact details are set out at the end of this policy.

INFORMATION WE COLLECT

The club may ask for and collect from you personally identifiable and other information at certain points. Depending on the information and/or services you request, you may be asked to provide your name, email address and other information such as information about relevant disabilities or emergency medical requirements

The club does not collect personally identifiable information about your online activities over time and across third party websites or online services.

HOW WE USE YOUR INFORMATION

The club is committed to protecting and respecting your privacy and will only use your personal information;



- to provide our services to you;
- to make arrangements for matters connected to diving activities such as Swim England / Institute of Swimming membership and competitions;
- to manage our relationship with you;
- to fulfill our legal obligations;
- to process and respond to inquiries;
- for other legitimate purposes such e.g newspaper reporting(where you have given permission) .

EMAIL LIST

We operate an email mailing list program, used to inform you about matters relating to CDT. You can change your preferences for receiving emails and other information from us at any time. You can unsubscribe at any time through an automated online service or, if this is not available, by the method referred to in the footer of sent messages.

HOW AND WHY WE SHARE YOUR INFORMATION

Please note that we may be required to share your information with other diving clubs and with other relevant bodies including the ASA East Region, Swim England¹, British Swimming, the Institute of Swimming to fulfill our obligations to provide our products or services

If you or those for whom you have parental responsibility enter a competition then personal data may be shared as part of the entry to that competition. Your/their name, and association with the club is likely to appear on information connected with the event including online scoring information such as DiveRecorder² with open access to all. Where you do not accept such information to be available on DiveRecorder this will limit your ability to participate in competitive events

As regards to other third parties we will only disclose your information where you have given your consent (e.g newspaper reporting) or where we are required to do so by law, or where it is necessary for the purpose of, or in connection with legal proceedings or in order to exercise or defend legal rights.

CONFIDENTIALITY

We acknowledge that the information you provide may be confidential. We do not sell, rent, distribute or otherwise make personal information commercially available to any party. We will maintain the confidentiality of and protect your information in accordance with this policy and all applicable laws. We will only share your personal data as set out in this policy.

HOW WE PROTECT INFORMATION

The club attempts to protect against the loss, misuse and alteration of your personal information. The club has implemented reasonable administrative, technical and physical measures to protect your personal information.

¹ The Amateur Swimming Association (Swim England) Limited

² DiveRecorder is not a legal entity engaging in economic activity. DiveRecorder says that the GDPR does not apply to it, but that it has a brief policy about data. This can be viewed at www.diverecorder.co.uk



YOUR RIGHTS

You have the right to apply for a copy of the information we hold about you. This is called a data subject access request and you can make a request by writing to us using the contact details below. We may require further information from you in order to verify your identity before disclosing any personal information to you. Once we are satisfied as to your identity we will reply within 28 days.

You also have the right to have any inaccurate information about you corrected. We want to make sure that your information is accurate and up to date. You may ask us to correct or remove any information that you think is no longer up to date. Please contact us using the contact details below if you would like any corrections made to your information.

TRANSFERRING INFORMATION

If in the future we re-organise or transfer all or part of our operations we may need to transfer your information to new club entities or to third parties through which the business of the club will be carried out.

CHANGES TO THIS POLICY

From time to time, we may change this policy. Changes to this policy are effective as of the effective date listed above, and indicates the last time this policy was revised or materially changed. Your continued use of our services indicates your consent to the latest policy.

OTHER RELEVANT POLICIES

This policy should be read in conjunction with our “Cambridge Dive Development Centre : Photography & Publicity Policy” and the associated “Photography & Publicity: Parental Consent & Child Permission Form”

CONTACT INFORMATION

If you have any questions in relation to this policy, or if you would like to contact us to exercise your rights as stated in this policy, you may contact us by email to chair@cambridgediving.org.uk
