

# Edinburgh Diving Club

The Royal Commonwealth Pool



## **PRIVACY NOTICE**

Edinburgh Diving Club is a not-for-profit organisation governed by its Constitution and Bye-Laws and affiliated to Scottish Swimming.

Edinburgh Diving Club exists to provide an avenue for its members to compete and participate in the competitive side of the sport of Diving. Edinburgh Diving Club is completely separate from the Edinburgh Leisure Diving programme which is a separate professional organisation responsible for the provision and delivery of diving coaching and training.

Edinburgh Diving Club will be a “controller” of the personal information that you provide to us.

### **Information we collect**

Edinburgh Diving Club may collect and process the following personal data about you in the context of your membership with us:

- Contact details – first name, date of birth, surname of family, parent name and home and mobile contact numbers, emergency contacts, address and email address;
- Information to allow us to recognise payments that have been made and to attribute them to the relevant diver or, where appropriate, to reimburse payments to you;
- Medical details - doctor's name and address, dietary requirements and food allergies, medical conditions requiring treatment and details of medication;
- Membership/participation category;
- Volunteer roles, including names of parent volunteers, roles fulfilled or offered, qualifications gained and/or courses undertaken;
- Information provided by you on the Edinburgh Diving Club social media platforms;
- information related to PVG membership for relevant volunteers; and
- Information relating to dives to be submitted in respect of different meets.

Edinburgh Diving Club has the following social media pages - Facebook and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and Edinburgh Diving Club has no responsibility or liability for these policies. Please check the privacy policies of the relevant social media platform before you submit any personal data on the Edinburgh Diving Club social media pages.

### **Why we need your personal information – contractual purposes**

We need to collect and process members’ personal data so that we can manage your membership. We will use members’ personal data:

- so that we can provide you with core member services including (but not limited to) registration with Scottish Swimming, allowing you to take the benefit of competitive opportunities, provision

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of insurance, notification of Annual General Meetings and voting rights in terms of our Constitution and Bye-Laws;

- to send you membership communications by email in relation to essential membership services including, but not limited to competitions and other diving related events, general meeting notices, membership renewals, membership fees information and invoices/payment requests;
- to honour your confirmed entries for dive meets and competitions and bookings for training courses to enable you to participate in the meet, competition or course;

If you do not provide us with all of the personal data that we need to collect then this may affect our ability to offer the above membership services and benefits.

### **Why we need your Personal Data (legitimate purposes)**

We also collect and process our Members' personal data in pursuit of our legitimate interests to –

- promote and enhance the public participation in competitive diving by sending Members' communications and booking information for upcoming competitions and events. Our own Edinburgh Diving Club competitions and events may be filmed or photographed, subject to the provisions of the rules on use of images in the Scottish Swimming Child Protection Policy. Your personal information may also be used in images captured from our competitions and events which we use for promotional, education and development purposes;
- provide competition in diving by accepting and managing entries for competitions and checking your Personal Data to ensure you are entered in the correct category;
- to allow Edinburgh Diving Club to provide chaperoned trips to such events and meets as the Club may decide;
- to develop and maintain Members' qualifications, including sending email communications to Members to inform you of upcoming courses and renewal requirements and verify that you have completed any mandatory training and PVG/child protections requirements.
- to keep Members advised of Edinburgh Diving Club results, activities, events, fundraising and general information by email and by sending the Club newsletter by email, subject always to your right to stop receiving these communications by contacting the Club on [admin@edinburghdivingclub.org.uk](mailto:admin@edinburghdivingclub.org.uk); and
- to respond to and communicate with Members regarding their questions, comments, support needs or complaints, concerns or allegations. We will use your personal data to investigate your complaint, and to take disciplinary action where appropriate, all in terms of the Club's policies and procedures and those of Scottish Swimming as the Club's governing body.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits and/or your ability to volunteer on behalf of the Club.

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### *PVG Certificates*

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [admin@edinburghdivingclub.org.uk](mailto:admin@edinburghdivingclub.org.uk). If we comply with your objection this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to Members for the purposes of complying with our obligations under:

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children;
- Our Constitution and Bye Laws to issue notices regarding meetings (including our Annual General Meeting) and voting arrangements;
- SportScotland regulatory requirements to provide information relating to participation levels, provided that any individual is not identified from such information.

### **Other uses of your personal information**

We may ask you if Edinburgh Diving Club can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

### **Who we share your personal information with**

As an affiliated club of Scottish Swimming we are required to ensure that all of our members are members of Scottish Swimming as a condition of our registration. When you become a member of Edinburgh Diving Club you will be required to register as a member of Scottish Swimming. You will be required to register with the Scottish Swimming online portal. This portal allows you to set and amend your privacy settings. When you renew your membership of Edinburgh Diving Club your membership of Scottish Swimming will also be renewed. We will also share with Scottish Swimming details of any roles which you have within Edinburgh Diving Club.

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## PRIVACY NOTICE

Scottish Swimming's privacy notice explains how they use your personal information and can be accessed here - <https://www.scottishswimming.com/privacy-policy.aspx>

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Swimming for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

We may disclose your personal data to third parties with whom we engage or contract in the conduct of our business. For example members' personal information (name, name of current diving club, name of current coach, gender, year of birth, federation registration number (if relevant)) is shared with organisers of external meets.

We publish the results of competitions attended by our divers on our website. This includes competitors' name, age group, result.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system. Paper copies of membership forms are also held by the Club. Such personal data is only accessed by our committee Members (as appropriate) for the purposes set out above.

We may from time to time arrange for members to take part in overseas competitions. In such circumstances we will need to provide the relevant members' personal data to the organisers of the event and to providers of related travel and accommodation services however we will only do so once the member (or relevant parent on behalf of the member where they are under-16) has confirmed that the member wishes to take part in that competition and they understand the need to transfer such personal data.

### **How long we keep your personal information**

Personal Data held by us will be kept confidential. How long we hold your Personal Data for will vary and will be determined by various criteria, including:

- the purpose for which we are using it – we will need to keep the Personal Data for as long as is necessary for that purpose; and
- legal obligations – laws or regulation may set a minimum period for which we have to keep your Personal Data.

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## PRIVACY NOTICE

### Your rights

You can exercise any of the following rights by writing to us at [admin@edinburghdivingclub.org.uk](mailto:admin@edinburghdivingclub.org.uk)

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Edinburgh Diving Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

This policy is dated May 2018. It may be updated from time to time and the updated policy will be made available on the Edinburgh Diving Club website at [www.edinburghdivingclub.org.uk](http://www.edinburghdivingclub.org.uk).