



IDSA Privacy Policy for Members

1. IDSA

The International Diving Schools Association (IDSA) is an Association of training institutes for the commercial diving sector. Our aim is: **To improve quality and safety in the international diving industry by standardizing training and sharing knowledge and best practices.**

Data is collected and processed to fulfil contractual obligations of membership, or for the purposes of publication supply, event participation and/or other relevant activities. We consider that we have a legitimate interest in collecting and processing data for these purposes to advance the goal set out above.

2. Your Data Rights, your Privacy

Under relevant laws, such as the EU General Data Protection Regulation (GDPR), data subjects have the following rights:

- The right to be informed – when we collect your data, we will tell you what data, why we are collecting it, how we will use it and how long we will store it for
- You have the right to access any personal data we hold about you and relevant supplementary information, so that you can verify the lawfulness of our processing.
- The right to rectification – making sure that the data we hold about you is correct and as complete as necessary for the purposes we hold it.
- The right to erasure – you can ask us to erase any personal data that we hold about you. This is not an absolute right, applying only in certain circumstances, but we will review any such requests and communicate with you openly about your rights and our actions.
- The right to restrict processing – you can allow us to store your data but ask us not to use it further (although again this applies only certain circumstances)
- The right to data portability – you can request from us any data that you have provided directly that you then wish to use for your own purposes across different services.
- The right to object – you can object to processing of your personal data and we must comply unless there are compelling legitimate grounds to the contrary.



3. Our Responsibilities

We follow the GDPR principles to ensure your data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, legitimate purposes
- Adequate and limited to what is necessary
- Accurate and kept up to date
- Stored only as long as needed
- Protected with proper security measures

4. Data We Collect and Why

For most purposes, the data we collect will be limited to your name, the company you work for and your contact details (email address, telephone number and street address), which are needed for us to provide our services – e.g. to contact you, to deliver goods, to filter distribution lists so that you only receive relevant information. A failure to provide the required data may mean that we are not able to provide such services to you.

Where it is not clear from a data collection form what data we are collecting, added notice will be provided, such as the privacy and security notice on our website that sets details on our use of cookies and additional data collection via Google Analytics.

The following is a non-exhaustive list of data we collect. Where other methods are used, an additional data protection/privacy statement will be provided at the collection point and/or this policy updated.

Membership – IDSA is a membership organization, with member companies that may provide personal data on those employees who are nominated to represent them. This data may additionally include a role or job title, to help verify the appropriateness of the nomination. We will notify such individuals of their nomination and our processing of their personal data on this basis. Data is used to provide a variety of member services. Names and company affiliations form part of a record of activity, such as minutes of committee meetings, proceedings of seminars and workshops, and as part of committee election materials. Business contact details may be shared with committee and workgroup members for the sole purpose of furthering IDSA's published objectives and work program. Such data is kept indefinitely, subject to the rights of data subjects to restrict processing.

Publication sales – IDSA sells printed logbooks, documents digital or hard copy. It collects only that data, which is necessary to identify the customer, deliver their goods, apply appropriate taxes, and complete the required accounting records. This data is retained in accordance with accounting rules.

Events – IDSA organizes an annual meeting, to which its members and selected others are invited. As part of this activity, only that data is collected which is required for contacting delegates about event arrangements and providing reports on event outcomes. Such data is retained in accordance with accounting rules (as needed for paid events, but also for non-paid events for simplicity)



Cards – IDSA runs training standards for certain positions in diving teams. As part of this, it collects and processes personal data relating to candidates and qualified personnel, which can include additional identity verification (such as passport or driving license details), details of relevant training. Such data is retained permanently. This is needed to ensure a robust system that ensures the competence of those highly working safety critical positions in the diving industry. **Approved training** – IDSA approves or recognizes a limited number of technical training courses in the diving industry to become full member. The full members must inform their candidates about this process.

Other business records – IDSA maintains email, other electronic and physical records of business activities, which may hold personal data provided by individuals as part of normal business communications. This is processed in line with the six GDPR principles, with a document and data retention policy setting out retention periods proper to business needs and legal requirements.

5. Keeping Your Data Secure

We conduct regular cybersecurity checks and train staff to ensure your personal data is stored and processed securely.

6. Sharing Your Data

IDSA will follow any legal requirements to provide data to national authorities.

To provide services as per contractual agreements and other legitimate business interests, IDSA may provide personal data to courier and mailing companies to enable delivery of documents and other physical goods. IDSA reviews the capabilities and policies of such providers before using them.

IDSA data is stored within the EU.

7. Contact Us

To request data access, updates, or to make a complaint, contact us at:

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