



DATA PROTECTION POLICY

All Members

As a member of the Worcestershire Camera Club I have access to members' private data. I acknowledge the need to protect this data.

I agree that

1. I will safeguard this data and not divulge it without the express permission of the member(s) concerned.
2. I will keep secure my password for access to the members' private area.
3. If I become aware that my computer system has been compromised I will immediately notify the data manager and change my password.
4. If I have copied information from the members' system I will dispose of it in such a way that the information relating to members is not compromised.
5. Any email with copies to members will be sent as a blind copies (bcc) unless the explicit acceptance is obtained from all members on a particular list.

Postholders

As a nominated postholder I agree I shall use only the Mailing List page in our website for mass mailing our members.

Nominated Postholders

Chair, Vice Chair, Treasurer, Secretary, any ex officio committee member, Membership, Programme, Internal & External Competitions, Equipment Manager, Digital Group Coordinator, Contemporary Group Coordinator, AV Group Coordinator, Mentoring, Membership Cards, Data Manager, WCC News, Events Coordinator.



General Data Protection Regulations (GDPR) Privacy Notice

Why personal data is kept and the legal basis for doing so

The WCC ('the club') keeps and uses personal data in order to run efficiently. To do this, the club's committee ('the committee'), and certain post holders nominated by them ('nominated postholders'), need to be able to identify members and potential members in order to communicate with them. The club also needs to be able to contact guest speakers and judges.

The club is therefore adopting the legal basis of 'legitimate interest' to justify holding and using personal data. The committee is satisfied that it is in the legitimate interest of the club to maintain this data, that it is necessary and proportionate to do so and that the purposes for which the data is used cannot be achieved in any other, less intrusive, way.

Data kept and what is done with it

The club stores and uses contact details provided by members, potential members (visitors, for example), judges and speakers. These details are: name, contact address, photographic distinctions, telephone number(s) and email address.

The club uses data from members and potential members to keep them informed about club activities and matters that may be of interest to them, to send newsletters and to send membership renewal invitations. The club uses the data about judges and speakers to organise club meetings and to maintain a record of past meetings.

The data is held in the database of the club's on-line password-protected members' website. Every effort is made to ensure that data is secure.

That data may also be held in paper form. In particular the club does maintain, in paper form, an historical record of meetings, activities, members and their achievements,



With whom data is shared

The club does not and will not share data with anyone outside the club, except in the circumstances where members participate in external competitions or exhibitions. In these circumstances the data shared is limited to the data supplied when images are presented for display.

Within the club, members', judges' and speakers' data is shared with nominated postholders. Members also have the opportunity to share some or all personal data with other club members. That is done by them and is strictly under their control.

How long data is kept

Members' data is kept in the club's database for the duration of their membership of the club. That data is deleted from the club's database on termination of membership. Paper records are kept indefinitely, typically an historic record of the achievement of members and their images. Judges' and speakers' data are kept indefinitely.

Rights under the GDPR

Members, potential members, visitors, judges and speakers have the right to:

1. Be informed about the collection and use of their personal data in the club's database.
2. Receive details of the data held.
3. Have corrected any inaccuracies in that data.
4. Request that their contact details be deleted from the club's database.

All members have direct control over the data held about them in the club's database. If they wish to exercise any of the rights outlined, and cannot do it themselves, they should contact a member of the committee. Judges, speakers and others should contact any committee member listed in the contact page of the club's website.