



MATLOCK CAMERA CLUB DATA PROTECTION POLICY

1 INTRODUCTION

At Matlock Camera Club (the Club), we are committed to protecting the rights and privacy of individuals. We need to collect and use certain types of data in order to carry out our work of managing the Club.

This document has been prepared in accordance with the requirements of the General Data Protection Regulation (GDPR), which came into force in the UK on 25 May 2018, and sets out the basis on which we will process the personally identifying information ('Personal Data') that we collect and receive from and about members, speakers, judges, and other visitors to the Club, visitors to the Club websites, forum and social media feeds, and other suppliers of services to the Club.

2. OUR PRIVACY COMMITMENTS

The Committee is the Data Controller under the Regulations, and is legally responsible for complying with the regulations which means that it determines what purposes any personal information will be used for.

The Committee shall only use the personal data for the purpose of discharging their duties as required by the Club.

For as long as we maintain records of your personal data, we will keep it up to date, and protect it with appropriate safety measures.

We will never commercially sell your personal data to anyone else, or pass on details to anyone else without your prior consent.

3 PERSONAL DATA HELD BY THE CLUB

The personal data held by the Club will be your contact details e.g., name, geographical address, e-mail address and your preferred telephone numbers. The Club may also hold a record of internal and external competitions that you have entered together with the results and awards given. It may also hold photographic image files entered in such competitions and posted on the Club's website.

We only collect personal data in order to carry out our work of managing the Club.

Data is collected from members, speakers, judges, other visitors, suppliers of services and participants of the Club online activities.

4 STORAGE OF PERSONAL DATA

Your personal data will be stored securely in electronic or hard copy form and will only be accessible to authorised users.

Bank details will only be used by the Treasurer to set up electronic payment arrangements within the Club Bank internet facility.

You have the right to require that your personal data held by the Club be deleted or destroyed, by giving your instruction in writing to the Secretary of the Club.

5. HOW WE USE YOUR DATA

The Club will use this data in a number of ways:

- To contact you regarding membership administration and club activities.
- To contact you if we need to obtain or provide additional information.
- To check our records are right, and
- To check every now and then that you're happy and satisfied with how the club is being operated.

6 COMMUNICATION WITH MEMBERS

The Committee may communicate with Members through their recorded contact details, as permitted by Article 6 (1) of the GDPR.

Emails sent to Members shall not disclose the email address of any other person. The distribution of group emails shall, therefore, be by employing the BCC (blind copy) category.

7 CONSENT TO RECEIVE MARKETING INFORMATION

It is not permitted under the GDPR to send to Members third party marketing information without their consent or a legitimate interest. The type of third-party marketing information we intend to continue to send however, concerns events held by other clubs and the like.

As such, the Club assume you have a legitimate interest in receiving and we have a legitimate interest in sending such information, unless you tell us otherwise.

8 DATA RETENTION

Member contact details will be destroyed within 12 months of a member leaving the Club unless there is a legal requirement to keep records or the Club has permission to keep in contact.

General business records will normally be held for 6 years after the end of the financial year to which they relate.

Matlock Camera Club may retain historical archives indefinitely, for example but not limited to, records of meetings, programmes, awards, and other event results.

9 CONTACTING US

The Committee is the Data Controller in respect of any Personal Data that you submit to us or that we collect from or about you.

If you would like to know what information we hold about you or if you have any other queries or complaints in relation to this Privacy Notice, you should contact the club secretary: email secretary@matlockcameraclub.org.uk

10 POLICY REVIEW

The Data Protection Policy will be reviewed by the Committee whenever there are changes to club activities, or to any relevant legislation, with a maximum interval of two years between such reviews.

Date of this review 6th April 2023

Next review due before end April 2025

Reviewer	Changes	Date
Whole committee	New Document	19/1/2021
Whole committee	No changes	6/4/2023