

Rocester and District Camera Club

Privacy Policy

(Version 1 as at 15 May 2018)

1.0 This document

1.1 This Privacy Policy sets out how Rocester and District Camera Club ('the Club') manages and uses its Club Members' and relevant third parties' personal data to enable it to keep them informed of the Club's activities and so provide opportunities for their continuing involvement.

2.0 Purpose

2.1 The purpose of this Privacy Policy is the collection, holding and updating of personal data for the administration of and Member participation in the Club's activities.

3.0 Information collected and retained on Club Members

3.1 The Club requires details of its Members' names, addresses, telephone numbers and email addresses to keep them informed of its activities

3.2 The Club also requires to know when Members' annual subscriptions are due and have been paid in order to keep its records and those of MCPF and PAGB up to date.

3.3 To do this, the data required to be held on each Club Member includes the following;

- First name
- Surname
- Address
- Telephone number(s)
- Email address
- Date of receipt of payment of Membership subscription

The primary source of such information is that taken from the Membership Application Forms completed and submitted by the Club's Members annually. Since RDCC does verify such input data, it is the ongoing responsibility of the individual Club Member to ensure that such data is correct and notify the Club Secretary of any alterations that may become necessary.

3.4 Club Members have the right to request a copy of the personal information that RDCC currently holds on them and to have any inaccuracies corrected or deleted. Upon request by a Member, the Club will provide the Member with the information that it maintains about that person. Any request for this service shall be made by writing to the Club Secretary.

4.0 Information collected and retained on Visitors to Club events

4.1 Visitors to the Club's meetings who are not its Members may be asked to provide the Club with some or all of the same information, which will only be used to provide them with further information about Club Membership and its activities.

5.0 Information supplied to third parties

5.1 On occasion, the Club may pass information to the regional (MCPF) and national (PAGB) photographic organisations with which it is associated.

5.2 Unless required to do so by law, the Club will not pass information to other third parties unless it has obtained the individual Club Members' permission to do so in response to a specific reasonable request by a specified third party.

6.0 Database Security

6.1 Since no data transmission over the internet or any other network can be guaranteed as 100% secure, the Club will take appropriate steps to try to protect the security of all Member and Non-Member personal data that it holds.

7.0 Objections and Opting Out

7.1 Club Members and third parties may opt out of receiving communications from the Club at any time by contacting the Club's Secretary.

7.2 Should a Club Member wish to

- object to the Club holding his or her data;
- object to the use of such data for any or all of the aforementioned purposes;
- complain about something that the Club has done;
- amend the type of communications he or she receives;
- alter the way in which the Club makes contact with them

they shall contact the Club's Secretary.