

CARSHALTON CAMERA CLUB DATA PROTECTION POLICY

Carshalton Camera Club (“the Club”) has the aim of promoting interest and active participation in all aspects of still photography by arranging a weekly programme of events. Activities in support of this include, but are not limited to, internal and external competitions, photographic talks, networking, an annual exhibition and other displays of members’ work, including on the Club’s web site¹.

Membership is open to anyone who has an interest in photography and wishes to pursue that in a friendly and inclusive social group taking part in those activities.

In the context of data protection the Club is a data controller within the UK.

The personal information referred to in this policy may include name, contact details, records of entries to competitions and other events, members’ names on photographs and digital photo files, and such other information necessary for the effective management of the legitimate interests of the Club in supporting activities to benefit members and others.

The Club collects and holds personal information about:

1) Members

- a) This information is used to facilitate the administration of the Club, to communicate with members about photographic activities and events, and to provide, and advise about, products and services for members.
 - i. The information is recorded on a password-protected spreadsheet file circulated only to the Club’s Officers and Committee (“officials”). A circulation list of members’ email names and addresses is also maintained on Mailchimp² for circulation of emails relating Club activities, news and external events that may be of interest to members. The addresses are only visible to Club officials.
 - ii. Members’ contact details are not retained for longer than six months after membership has lapsed unless by agreement with the former member.
 - iii. On an annual basis members will be asked to review and confirm their contact information as held by the Club Officers.
- b) Names, email addresses and the telephone numbers of Club officials may be published on printed promotional material available to the general public and their names and portraits

¹ <http://www.carshaltoncameraclub.org.uk>

² Mailchimp Privacy Policy: <https://mailchimp.com/legal/privacy/>

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shown on the Club's website. The names of other task holders, including but not limited to members of Sub-Committees, may be published on the Club website.

- 2) members as the creators of photographs used in the activities of the Club including, but not limited to, competition entries, exhibits for talks, display of photographs and the photographers' names on the Club website, Club exhibitions and Club entries into external competitions.

When members' photographs are selected to represent the Club in external competitions the members' names will also be forwarded to the competition's organisers for them to manage the event.

- 3) prospective members enquiring about membership of the Club.

This information is only that disclosed by the prospective member when contacting the Club. It may be shared amongst officials to enable them to welcome the prospective member to the Club more effectively. It will not be kept longer than six months after an enquiry is made unless the enquirer becomes a member or by agreement.

- 4) others who support the Club in the provision of services to members at meetings or elsewhere, including but not limited to speakers and competition judges.

This information is used to arrange and confirm services, and may be retained for follow-up contact purposes.

- 5) others who proactively contact the Club with offers of new or old products and services for members.

This information may be used to inform members if appropriate, and may be retained for follow-up contact purposes.

- 6) other groups and individuals in the external community whom the Club's members may help from time to time.

This information is used to deal with enquiries and arrange activities including, but not limited to, sharing photographic knowledge, joint events and activities, photographic events, and it may be retained for follow-up contact requirements.

The Club may retain historical archives including, but not limited to, records of meetings, names of officials, competition winners, exhibitions and other event results, some of which may remain on the Club's website where they may be used for information and research by Club members and the public.

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An historical archive of former members' names, excluding contact details, but including period of membership, their photographic interests, how they learnt about the Club and the reason for leaving is maintained for Club research and statistical purposes. This archive is available only to officials.

The Club does not collect personal data about users of our website.

The Club offers optional opportunities for Club members to take part in activities in smaller groups of members and in such circumstances specific consent will be obtained for sharing any information beyond the Committee if beneficial for carrying out the activity.

Nothing in the foregoing policies prevent members from sharing their personal contact details with each other and working, learning and socialising with each other in alignment with the Club's wish to be a friendly and inclusive social group of people with an interest in photography.

You have the right to:

- i. apply to the Secretary to verify the information held by the Club about you.
- ii. ask that Carshalton Camera Club corrects any personal data if it is found to be inaccurate or out of date.
- iii. ask that your personal data is erased where you believe it is no longer necessary for Carshalton Camera Club to retain such data; if you remain a member and ask for some or all of your personal contact information to be deleted it may make normal Club communications with you harder, although you still have that right.
- iv. lodge a complaint with the Office of the Information Commissioner³.

³ <https://ico.org.uk/> Tel: 0303 123 1113