

AIREBOROUGH CAMERA CLUB

Aireborough Camera Club Data Protection Policy:

- A signed declaration of consent to hold personal data, will be required for each member on joining or renewing club membership each year, for the purposes of matters relating to the club's normal operation, administration and management.
- **No personal data relating to any club member will ever be disclosed to third parties except in the limited circumstances referred to in this policy.**
- Personal declaration data will be stored securely on the club computer and committee members personal computers whilst holding office. The elected officers of the club will hold the personal data of all members for the purposes of administering the club membership, related club competitions and keeping members informed of club news, external camera club activities, YPU and other information etc, which may be of interest to the camera club membership. Other committee members will be limited to holding members names, email addresses and telephone numbers for general internal communication to members and are responsible for its maintenance and security.
- In circumstances where an officer or committee member circulates information by email to a group of members, other than officers and members of the committee, the sender will place the circulation list in the '**Bcc**' section of the email header so that other members emails are not disclosed.
- Prints, digital images or audio-visual sequences submitted by a member for member evenings, competitions, etc. shall remain the copyright of the individual club member. These images and prints may be stored by the club for club administration and operational purposes including possible use in inter-club battles etc or, club social media and for occasional use in promotion and publicity for the club.
- If a member leaves the club or fails to renew membership their personal data, apart from any references in historical records i.e. trophies /awards and club minutes etc., will be removed from club records within a period of 3 months following completion of the past seasons financial audit, of ceasing to be a member.

- **Members have the right to:**
 - a. see what personal information is stored about them at a convenient time and place as agreed with any of the above-named officers;
 - b. change their contact details at any time.
 - c. view the club's current Data Protection Policy on the Club website and at club meetings.

Date published 1st September 2018