



# GPC PRIVACY POLICY

## 1. INTRODUCTION

The Guernsey Photography Club (GPC) is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

From 4th May 2018, GPC will ask its members and followers to “opt-in” for communications. This is due to a change to the rules which govern how we can communicate with you and a new regulation on personal data (the General Data Protection Regulation) coming into force in May 2018. Therefore, we are introducing a new approach that relies on you giving us your consent about how we can contact you. This means you’ll have the choice as to whether you want to receive these messages and be able to select how you want to receive information (e.g. email, phone, post).

You can decide not to receive communications or change how we contact you at any time. If you wish to do so please contact us by emailing [gpc@cwgsy.net](mailto:gpc@cwgsy.net) or write to the Secretary or President as shown on the Committee page on the web site: <http://www.guernseyphotoclub.org.gg/about.html>

We will **never** sell your personal data, and your details will be kept safe and secure, only used by GPC and will not be shared with anyone else.

### Questions?

Any questions you have in relation to this policy or how we use your personal data should be sent to [gpc@cwgsy.net](mailto:gpc@cwgsy.net) or addressed to: President Guernsey Photographic Club, Vale Douzaine Room, Maritane Road, Vale, Guernsey, GY3 5QE.

## 2. ABOUT US

The Club is known as 'The Guernsey Photographic Club' (GPC). The aim of GPC is to help everyone have fun in developing their photographic skills as far as they would like to go. Regular meetings are held every fortnight throughout the year and include regular competitions, demonstrations, talks and social activities that are arranged to help members improve their technical and artistic qualities in photography in the company of those with similar interests.

## 3. WHAT INFORMATION WE COLLECT

### Personal data you provide

We may collect data you provide to us. This includes information you give when joining or registering or communicating with us. For example:

- personal details (name, email, address, telephone etc.) when you join as a member;
- personal details (name, email) when you contact or express an interest in the club; and
- financial information (how payments are received); and
- photography interests (software, equipment)

If you opt not to be contacted by email you will need to get the Club information by attendance at the Club meetings and from the GPC Website e.g. for programme changes see <http://www.guernseyphotoclub.org.gg/section779769.html>



## Information created by your involvement with GPC

Your activities and involvement with GPC will result in personal data being created. This could include details of attendance at meetings, participation in events and competitions, how you've helped us or being involved with our campaigns and activities.

If you decide to donate to us, then we will keep records of when and how much you give to a particular cause.

## Information we generate

We let you know about the Club, its activities and local and relevant national and international photography related items. Your name will be associated with your photographic works and achievements may be published by GPC in the media including GPC's online presence.

## Accidents or incidents

If an accident or incident occurs on our property, at one of our events or involving one of our members (including volunteers) then we'll keep a record of this (which may include personal data and sensitive personal data).

## 4. HOW WE USE INFORMATION

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used by GPC for the operation of the Club.

We only ever use your personal data with your consent, or where it is necessary in order to:

- comply with a legal duty;
- protect your vital interests;
- for our own (or a third party's) lawful interests, provided your rights don't override these.

In any event, we'll only use your information for the purpose or purposes for which it was collected (or else for closely related purposes):

### Administration

We use personal data for administrative purposes (i.e. to operate the Club). This includes:

- maintaining databases of our members and followers;
- performing our obligations under the Club Rules - <http://www.guernseyphotoclub.org.gg/section753562.html>;
- helping us respect your choices and preferences (e.g. if you do not want us to email or telephone you).

## 5. DISCLOSING AND SHARING DATA

We will **never** sell your personal data. We may contact you with information about third party products and services, but these communications will always come from GPC.

Occasionally, where we partner with other organisations, we may share information with them (for example, if you register to attend an event being jointly organised by us and another organisation). We'll only share information when necessary and we'll make sure to notify you first.



## **Anonymised data**

We may aggregate and anonymise personal data so that it can no longer be linked to any particular person. This information can be used for a variety of purposes, such as arranging events with other photography clubs. This information helps inform our actions and improve our events and materials.

## **6. YOUNG PEOPLE**

### **Photographs, pictures, stories and competitions in our magazines**

We want young people to join in, and there may be opportunities to share their own photos, stories and pictures. If we publish your child's picture, photo or story, we'll usually include their first name and age with it. If they write an article or story for us, we might also include their surname alongside it.

If your child enters a competition and is one of the lucky winners or runners-up, we'll publish their name and winning entry alongside the other winners.

**Parental permission:** If your child is under 18 then we'll need permission from you as their parent or guardian for them to enter one of our competitions or to share a picture, photo or story with us.

### **Information for parents**

We take great care to protect and respect the rights of individuals in relation to their personal data, especially in the case of children. If your child is under 18, we'll only use his or her personal data with your consent. This means that, for example, if your child wants to have his or her name or picture featured in one of our publications, we'll need you to confirm you're happy for us to do so.

We won't call or send emails, letters or messages to under 18-year-olds.

### **Youth membership and young people's information**

GPC adult membership is available to individuals aged 18 and over. Under 18s can have GPC youth membership purchased for them by an adult.

## **7. HOW WE PROTECT DATA**

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to or use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Members handling data receive training which personnel are required to follow when handling personal data.

## **8. STORAGE**

### **Where we store information**

The GPC's operations are based in the Island of Guernsey and we store our data within the European Union.

Some of our systems use Microsoft products. As a US company, it may be that using their products result in personal data being transferred to or accessible from the US. However, we'll allow this as we are certain personal data will still be adequately protected (as Microsoft is certified under the USA's Privacy Shield scheme).



## How long we store information

We will only use and store information for so long as it is required for the purposes it was collected. How long information will be stored depends on the information in question and what it is being used for. For example, if you ask us not to send you emails, we will stop sending you emails and only retain previous emails for as long as it is required (though we'll keep a record of your preference not to be emailed).

General business records will normally be held for a minimum of eight years. GPC may retain historical archives indefinitely, for example but not limited to, records of meetings, awards and other event results.

We continually review what information we hold and delete what is no longer required.

## 9. KEEPING YOU IN CONTROL

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data rectified;
- the right to object to your data being used for marketing or profiling; and
- where technically feasible, you have the right to personal data you have provided to us which we process automatically on the basis of your consent or the performance of a contract. This information will be provided in a common electronic format.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

If you would like further information on your rights or wish to exercise them, please send an email to [gpc@cwgsy.net](mailto:gpc@cwgsy.net) or write to President, Guernsey Photographic Club, Vale Douzaine Room, Maraitaine Road, Vale, Guernsey, GY3 5QE.

## Complaints

You can complain to GPC directly by contacting our President using the details set out above.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the Guernsey Data Protection Commissioner Office which regulates and enforces data protection law in the Island. Details of how to do this can be found at <https://dataci.gg/>

## 10. LINKS TO OTHER SITES

### Links to other sites

Our website and other online presence contains hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites (but please let us know if a link is not working by emailing us at [gpc@cwgsy.net](mailto:gpc@cwgsy.net) ).



If an external website requests personal information from you, the information you provide will not be covered by the GPC's Privacy Policy. We suggest you read the privacy policy of any website before providing any personal information.

When purchasing goods or services from any of the businesses that our site links to, you will be entering into a contract with them (agreeing to their terms and conditions) and not with GPC.

### **11. CHANGES TO THIS PRIVACY POLICY**

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on 02.05.2018 and replaces any previous version.