



PRIVACY NOTICE

Under new laws that came into effect in May 2018, we need to provide you with these details concerning how your personal data will be used and protected

Name of data controller	Derby City Photographic Club
Categories of personal data we collect	Name, Address, Contact details: e-mail, home and mobile telephone no.
Our sources of personal data	Personal data is obtained from the member applying
Automated decisions we may take	None
Purposes for which we process personal data.	<p>DCPC events</p> <p>Competitions receiving and processing entries in club and affiliated organisations' competitions</p> <ul style="list-style-type: none"> • Internal • Inter-club • N&EMPF inter-club • Inter-federation (PAGB) <p>Exhibitions</p> <ul style="list-style-type: none"> • Club • N&EMPF • Inter-federation (PAGB) <p>DCPC Published Programme</p> <ul style="list-style-type: none"> • Names and distinctions of members winning club competitions and N&EMPF acceptances are included in the club's annual programme • Names and distinctions awarded in the previous year are

	<p>included in the published roll of honour</p> <p>General Business</p> <ul style="list-style-type: none"> • Administering notices to members and recording attendance at sessions • Providing messages to members of the club's and affiliated organisations' activities (e.g.N&EMPF /PAGB) • giving formal notice to members of meetings, including the Annual General Meeting • To seek the views of members to inform future plans • The club may hold personal information for anyone contacting DCPC or whom DCPC contact for the purpose of conducting its general business • This information is used to satisfy a requested service or a contractual requirement • administering the club website and Facebook group
Who we will disclose your personal data to.	<ul style="list-style-type: none"> • Access to full member details is reserved to the committee and is presently restricted to the club secretary and treasurer. Access by any other committee member will only be granted by a decision of the full committee. • The internal and external competition secretaries will have access to contact details of members submitting images for competition and will retain these only for the period necessary for the competition entered. Personal data relating to inter-club competition and exhibition entries will be passed to the relevant data controller. • The webmaster, competition secretaries and the administrator of the club Facebook group will have access only to information required to fulfil their roles. • For inter-club and similar events, members' names and , if relevant, distinctions will be passed on to the administrators of those events
The legal basis for processing your personal data	For administration of DCPC activities in line with the Club's constitution.
Your right to withdraw consent	Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.
Location of your personal data	Full member details including "lost members" are stored electronically by the secretary and treasurer in a password protected file. Paper records (membership application forms and attendance register) are stored by the treasurer in a locked cabinet. The attendance register may also be held temporarily by

	<p>other committee members covering for the absence of the treasurer from club meetings. Club officers plus the Facebook group administrator will only hold sufficient data to fulfil their roles.</p>
<p>How long we will keep your personal data for</p>	<p>We will normally update members' data every year as part of the membership renewal process. Paper copies of member applications will be held only for the current year, with the prior year's records destroyed within 1 year of the Annual General Meeting. Electronic membership records will be held for one year beyond the year of membership in case of any queries.</p>
<p>Your rights in respect of your personal data</p>	<p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it, or to object to our processing of it, and the right of data portability.</p>
<p>Concerns and complaints</p>	<p>If you have any concerns or complaints about how we are handling your data please contact the treasurer or secretary whose contact details are included in the club programme</p>
<p>Data Retention</p>	<p>General business records will normally be held for a minimum of eight years. The club may retain historical archives indefinitely, for example but not limited to, records of meetings, handbooks, catalogues, awards and other event results. The attendance register is retained for audit and statistical analysis of attendance trends.</p>

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Approved 15.7.18