

# Fowey River Camera Club

## Data Protection Policy

Fowey River Camera Club (FRCC) is established with the objects set out in its constitution, and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, and records of entries to competitions, for the effective management of the legitimate interests of FRCC.

### Rules for FRCC use of personal data.

1. Consent. All members and potential members will be required to read our Data Protection Policy. Membership of FRCC therefore implies consent is agreed and given to collection and use of personal data as per our policy.
2. Only FRCC Officers will have access to member's personal data if relevant. E.g.: Secretary, Competitions Secretary. They will be required to read and understand our Data Protection Policy and the requirements for holding and using personal data.
3. FRCC will review our compliance with our Data Protection Policy. The findings are to be recorded annually in FRCC AGM Minutes.
4. FRCC may retain historical archives. E.g.: Records of meetings, awards, and other event results.
5. Requirements for people holding and using personal data are:
  - The controller will only collect personal data relevant for lawful purposes, and will be kept accurate and up to date.
  - Personal data will be destroyed when it is no longer relevant or required.
  - The controller will keep personal data secure, but also available for the relevant purposes.
  - Emails to be sent using Bcc... to keep personal addresses from public domain.
  - Volunteer officials must maintain a separation of personal data from different data sources. Such as:
    - i) Personal data from this club cannot be used for purposes of another club or use.
    - ii) Separation of personal data between controlled data and domestic use
  - The controller will respect the rights of data subjects, including the right of access.
  - FRCC will not make their membership contact information available for electronic marketing. FRCC will refuse any request to cascade marketing material to members by electronic messages.

### Whose personal information we collect, and how we use it.

FRCC collects and holds personal information about:

1. FRCC executive committee and FRCC members.
  - Personal information may include: name, address, email address, telephone numbers.
  - This information is used to facilitate administration and services. The information is compiled into a printed document and is kept by FRCC Secretary.
  - Email addresses will be added to FRCC email account 'Contacts' for sending and receiving emails. They may also be added to restricted but relevant FRCC Officers personal email accounts, for administration of club activities. E.g.: Secretary, Competition Secretary.
  - Some contact details of FRCC officials allocated to provide particular services may be published generally.
2. Others necessary for the conduct of the business of FRCC, and those offering their services to FRCC. E.g.: possible new members, and judges or lecturers.
  - This information is used to satisfy a requested service or a contractual requirement, and may be retained to confirm the outcome.
3. Photographers of Images used in the activities of FRCC.
  - This information is managed subject to the General Conditions for FRCC Competition Events.

### Transparency and choice.

People have different privacy concerns. Our goal is to be clear about what information we collect, so that you can make meaningful choices about how it is used.

- Any person wishing to verify the information held by FRCC may apply to the Secretary.
- FRCC will not share, sell or impart any of your personal information to companies or organisations for third party marketing.
- FRCC will share the minimal amount of your personal data as necessary for external competitions.
- FRCC will only share personal information as necessary to meet applicable law, regulation, legal process or enforceable governmental request.

Updated: 27<sup>th</sup> April 2023