

Data Protection Policy

Gosforth Camera Club

Referred to as GCC

This data protection policy sets out the GCC commitment to the protection of personal data and how we implement that commitment with regard to the collection and use of personal data. We are a not for profit organisation.

We are committed to:

- Ensuring that we comply with the data protection principals listed below.
- Meeting our legal obligations as described by the Data Protection Act 2018.
- Ensuring that data collected is only data necessary for the running of our organisation.
- Ensuring that data collected is used fairly and lawfully.
- Providing adequate security measures to protect personal data.
- Ensuring that a nominated officer of the committee is responsible for data and is a point of contact.
- Ensure that only committee members who have a requirement for the information have access to the information.
- Ensure that data protection is reviewed annually.

Data protection principles:

1. Data will be collected directly from the members as they join the group and checked as correct annually.
2. Members giving data will be made aware of the use to which this data will be put.
3. Only specific officers of the committee will have access to the data.
4. The data will only be used for activities necessary for the smooth running of the club including, but not limited to, internal competitions, the submission to external competitions, informing members of club activities and accounting purposes.
5. Data will only be passed to third parties for use in conjunction with club activities (such as external competitions) and members will be made aware of this use.
6. Data will be permanently removed from the group database upon receipt of a specific request from a member leaving the club or if the committee determine that a person is no longer a member of the club.
7. The club will not make membership contact information available for electronic marketing and will not sell or rent this information to other organisations.
8. The club will only collect personal information when provided to us directly by the member.

Actions to safeguard data:

1. Each member on registration to the club will be asked to complete a form describing their contact details (name, address, landline and mobile telephone number and email address) personal information such as relevant other clubs and photographic distinctions. This form will refer to this data protection policy and will be signed by the member authorising its use.
2. Only the club Secretary and Internal Competition Secretary will hold a complete list containing members' information and will be responsible for the maintenance of the list.
3. The club will only disclose information to other individuals or third parties when obliged to do so by law.
4. If individual members agree to do so we will use their name when we submit their images to other named photographic organisations or clubs.

5. The keepers of this data will be made aware of their responsibilities regarding the safe keeping of the data.
6. Club electronic communications will be sent as blind copies to avoid revealing other member's email addresses.
7. The Secretary and the Internal Competitions Secretary will not keep the database of members' information on their computers but will keep this information on a memory stick.
8. We will only hold members' information for as long as is necessary.
9. Members can change the way they hear from us or withdraw their permission for us to hold their personal data at any time by contacting the club Secretary.
10. Our club website and Facebook page contain editorial material and may include the names of members as part of this information. The website is accessible to the public and is viewed by anyone.
11. The club may retain historical archives indefinitely. This may include photographic images, records of meetings or other event results.