



# OLD COULSDON CAMERA CLUB

## PRIVACY POLICY

### 1 Introduction

Old Coulsdon Camera Club (OCCC) holds personal data that is necessary for the effective management of the club on behalf of its members.

### 2 What personal data does OCCC collect and what is it used for?

The data we normally collect includes names, addresses, telephone numbers, email addresses, date joined, competition class, distinctions, affiliations, service records and committee membership. We collect this data directly from members.

We use data on members for the administration of OCCC membership; communication of information including both OCCC matters and third-party events; and organisation of events.

We also collect records of entries, images, scores and awards for competitions & exhibitions.

This data is published in the club competition system and emails outlining the results. OCCC may publish images detailing photographer's name & distinctions on the club website and social media unless requested not to when members submit images into competitions.

We hold names and contact details on prospective members while they decide whether to join the club.

We collect personal data on judges and speakers including name, email address, telephone number and limited biographical data. This is published on our website and our printed programme and to advertise events to other camera clubs.

### 3 Who has access to your data?

Members of the committee have access to data in order for them to carry out their legitimate tasks for OCCC such as contacting members. They cannot use it for any other purpose.

### 4 Who is your data shared with?

Member's personal data is not passed on to external organisations with the following exceptions:

- Entries to external competitions / photographic events. Members permit this by agreeing that their images are submitted by OCCC and give consent for the results to be published.
- Where required to do so by law or by our insurance company in the event of an insurance claim or a safety related emergency.

## **5 How is your data stored?**

This information is mainly stored in digital form on private computers with some back-up paper records held by OCCC Committee members.

OCCC will take reasonable steps to ensure that appropriate security measures are in place to ensure the confidentiality of data.

OCCC uses a web-based application, Photoentry, for the submission of entries and recording of marks for OCCC competitions. The use of PhotoEntry requires OCCC to share the name and email address of members with PhotoEntry. You can find the privacy policy for the application at <https://photoentry.uk/information/privacy.html>.

## **6 How you can check what data we have about you?**

Please contact the Secretary or any Committee Member.

## **7 How can you ask for data to be removed, limited or corrected?**

Please contact the Secretary or any Committee Member.

## **8 How long do we keep your data for, and why?**

We normally keep member data for two years after a member leaves OCCC in case they later wish to re-join. Images belonging to a member will be removed from the website within two years of the member leaving the club.

We will retain historical information in relation to competition entries, trophies and published articles such as a newsletter.

Other data, such as relating to accounting or personnel matters is kept for the legally required period.

## **9 What is the legal basis for keeping your data?**

Information is kept and managed in line with the principles of data protection in General Data Protection Regulation 2018 (GDPR). We will make reasonable efforts to comply with these principles. The club complies with the Data Protection Act 1998; it is a data controller within the UK, exempt from notification.

## **10 What about OCCC and Social Media websites like Facebook?**

OCCC has a presence on the social media sites including Facebook and Flickr. All members are free to join these pages. If you join one of these Social Media sites, please note that providers of the social media platforms have their own privacy policies and that the club does not accept any responsibility or liability for these policies or the use of your personal data on them. Please check these policies before you join any social media platforms, which is required before you subscribe or follow the OCCC presence on them.