

# Dorchester Camera Club

## Privacy Policy

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### **The personal information we hold and how we use it**

The aim of Dorchester Camera Club is to promote the art and techniques of photography through a variety of methods such as lectures, presentations, competitions and workshops in a friendly and inclusive environment.

The Club needs to collect and use information about individual members for membership purposes, emailing communications and club administrative activities.

The information collected is as follows:

- Name & title
- Postal address
- Email address
- Telephone number/s
- Year joined
- Membership type
- Membership fees paid
- Bank account details when required for the electronic reimbursement of expenses
- Photographic distinctions/qualifications
- Records of entries to Club competitions (including results)
- Records of entries to external competitions and photographic salons (including results)
- Club competition section (i.e. A or B)
- Special care requirements
- Such other information that may be required for the legitimate management of the Club in accordance with the requirements of the General Data Protection Regulations.

Selected images may be held by the Club for use in Club publications, on the website, and to represent the Club in external competitions. They may also be passed to the Western Counties Photographic Federation (WCPF) or Photographic Alliance of Great Britain (PAGB) for publication.

The Club will not share personal information with an outside organisation except when a member's image is used to represent the Club in an external competition, or by the WCPF or PAGB. In these circumstances the name of the author plus any distinctions may be given, but not any contact details or other information.

### **Changes to personal information**

It is important that the personal information we hold is accurate and current. Members are requested to contact the Club to update its records if personal information changes.

## **Data Retention**

The personal details of a member who leaves the Club will be destroyed when the member leaves unless they wish the Club to retain the information for continued contact such as receiving the Club's newsletter. The personal details of a potential member will be destroyed either when that individual informs the Club they are no longer interested in joining or if there has been no further contact from the individual by the end of that Club year.

The contact details of judges and speakers or of other clubs and organisations are normally held indefinitely or until it is requested to be deleted by the individual or organisation.

Dorchester Camera Club may retain historical archives indefinitely, for example but not limited to, records of meetings, awards, financial information and competition entries and results.

## **How we store personal information**

Members' personal data is held by individual Club committee members either in paper records or electronically in a password protected format. Data held on the Club's Gmail and Dropbox accounts are also password protected. The Club records what and where personal data is held and how and when it is destroyed when no longer valid.

Bank details will only be used by the Treasurer to set up electronic payment arrangements within the internet banking facility. Paper or electronic copies of bank account details will not be held.

## **Your right of access to the data we hold**

Any person wishing to verify the information held on them by the Club, or who wishes to correct or update that information, may apply to the Secretary.