

Northallerton Camera Club Privacy & Data Protection Policy

1. Introduction

Northallerton Camera Club is a member of the North Yorkshire & South Durham Photographic Association (NYSD) and through the Northern Counties Photographic (NCPF) is affiliated to the Photographic Alliance of Great Britain (PAGB). The club offers amateur photographers, from beginners to the more experienced, the opportunity to participate in a wide range of activities including internal and external competitions. Members and visitors also enjoy presentations and informative lectures provided by guest lecturers who are chosen to educate and entertain the membership.

Northallerton Camera Club's Privacy & Data Protection Policy complies with the General Data Protection Regulation (GDPR), introduced on 25th May 2018, to protect all personal data that is collected and used by the club.

A paper copy of this policy, which may change at any time, is available on club meeting nights at Northallerton Methodist Church and is also published on the club's website: www.northallertoncameraclub.com in electronic form. The latest copy of the policy is also available to all Data Subjects, i.e. anyone who we hold personal data about, on request.

The Data Controller is Northallerton Camera Club and the Data Protection Officer is a person appointed by the club.

Contact details are as follows:

Data Controller	Data Protection Officer
Northallerton Camera Club www.northallertoncameraclub.com	Honorary Secretary johnstokes@clannet.co.uk

Our data protection policy describes:

- What personal data we hold
- Why we need to hold this data
- Where personal data comes from and how it is collected
- What we do, or plan to do, with personal data
- How we store personal data
- How long we retain personal data

It also explains how you can access your personal data and how you can advise us if you no longer want us to retain and use your personal data.

2. What personal data do we hold?

To function, we need to collect and use the personal data of Data Subjects, be they Officers and Committee Members, Club Members, Visitors or any other person that has any dealings with the club.

The personal data that we hold is the minimum that is necessary to legally run and promote our activities.

The extent of the personal data that we hold depends on the relationship of a Data Subject with the club.

For example, the personal data that we hold and use for a Member who participates in internal and / or external competitions will be greater than for an individual who simply contacts us for information about becoming a member of the club or who attends an event as a visitor.

The personal information referred to in this Policy may include name, distinctions, contact details, affiliations, service records, records of entries to competitions and events, and such other information as may be necessary for the effective management of the legitimate interests of Northallerton Camera Club.

3. Why do we need to hold your personal data?

Examples of why we need to hold personal data include:

- Maintenance of membership records
- Collecting membership and other fees and donations
- Communicating with members and non-members
- Managing internal and external competition entries and events
- Managing the panel of competition judges
- To pass on certain information about Club Members who are Committee Members and lecturers or judges to regional organisations
- Reimbursing individuals who have purchased goods and / or services on behalf of the club

4. Where does your personal data come from and how is it gathered?

Personal data usually comes from the individual Data Subject and is provided directly to the club.

Personal information may be gathered by several means including:

- Paper forms and lists
- Electronic messages including email and electronic forms
- Telephone conversations
- Verbal communication

5. What do we do, or plan to do with your personal data?

We are bound by current UK legislation to use members and club visitors' personal data for the legitimate purposes of the club.

We undertake to keep this information secure and not to disclose it to third parties or individuals except when obliged to by law or in the following situations:

- If you have agreed that we may do so.
- If we submit your images to other named photographic organisations and clubs your details may need to be shared.

6. How do we protect and store your personal data?

The Data Protection Officer will normally be the same person as the Honorary Secretary and will be identified within this policy.

Personal data will be held on a secure computer(s). A backup of this data may also be held on another computer or on a storage device.

Paper records, including personal data and membership forms, will be held in secure cabinets.

Officers and Committee Members may be entrusted with paper-based forms delivered to the club pending handing to the Data Protection Officer. This enables the club to continue to function when the Data Protection Officer is absent.

The club will not sell or pass on your personal data.

In most cases, when lists that involve personal data are used, personal data is limited to the minimum required for the designated list.

7. How long do we retain your personal data?

We hold your information only as long as necessary for each purpose we use it.

We will review personal data on an annual basis to establish whether we are still entitled to hold it.

We will not retrospectively remove personal data from previously published information such as historic internal or external competition results or articles published on our website or elsewhere.

Northallerton Camera Club may retain historical archives indefinitely, for example but not limited to, photographic images, records of meetings, awards and other event results.

8. Your rights

You have a right to:

- Transparency over how we use your personal information (right to be informed)
- Request a copy of the information we hold about you, which will be provided to you within one month (right of access)
- Update or amend the information we hold about you if it is wrong (right of rectification)
- Ask us to stop using your information (right to restrict processing)
- Ask us to remove your personal information from our records (right to be 'forgotten')
- Object to the processing of your information for marketing purposes (right to object)
- Obtain and reuse your personal data for your own purposes (right to data portability)
- Not be subject to a decision when it is based on automated processing (automated decision making and profiling)
- You have the right to take any complaints about how we process your personal data to the Information Commissioner