

# Chertsey Camera Club Privacy Policy

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure, and member's rights in relation to it.

Chertsey Camera Club (CCC) is established with the objectives set out in its constitution and is a data controller within the UK.

Chertsey Camera Club is a Member of the Surrey Photographic Association (SPA), which is affiliated to the Photographic Alliance of Great Britain (PAGB). Membership of the CCC is also conditional on members becoming independent members of the Addlestone Community Association (ACA) who are a separate and independent data controller within the UK, with a data collection process independent of the CCC.

CCC collects and retains sensitive contact information and subscription payment records (with no bank details), and non-sensitive competition-entry-related information from members, from potential members, and from people associated with the running of the club. The sensitive data is kept secure in compliance with the requirements of the General Data Protection Regulations (GDPR) 2018. We have implemented generally accepted standards of technology and operational security in order to protect sensitive personal data from loss, misuse, or unauthorised alteration or destruction.

The data held will not be shared with any third parties, for any reason, other than legal obligation. The only people with access to the data held are members of the CCC committee. The data will only be used for the purposes of our legitimate interests in operating the Club to contact the person for and on behalf of the CCC, and in support of SPA and PAGB sponsored competitions entered by CCC as a body. The club will keep this data for a maximum time according to the purpose for which it was gathered and permission granted:-

- Sensitive Personal data:
  - a. the personal data of a club member or applicant will be retained whilst membership is maintained, and for no longer than two years after the initial enquiry has lapsed or membership has expired.
  - b. the personal data related to non-members associated with the running of the club, hiring or supply of facilities or services, will be retained and relevance reviewed annually. The data may include names, addresses, contact details, and the nature of the service provided.
- Non-Sensitive competition-related data and images:
  - a. Competition entry data records limited to the member's name, the associated image, the specific competition, and mark/score may be retained indefinitely as club records, and may be displayed in the public domain on the club website and used in support of CCC publicity, unless expressly requested by the member to be withheld.
- Member's images from CCC events posted on CCC social networking websites:
  - a. Such images are not retained as records by CCC. However, CCC may use the image and member's name in associated publications in support of CCC publicity in the public domain, subject to the member expressly withholding such permission.

Any person whose data is held by CCC has the right to view the data at any time by request and also has the right to withdraw permission for CCC to hold that data. Upon request, all of that person's data will be securely deleted from the club records. For current members, their membership of CCC will also cease at that time.

CCC welcomes junior members and requires the member's details, for contact purposes, that can only be taken with express permission from the parent or person with legal parental responsibilities for the individual. Contact with the junior member will be in a manner restricted to the wishes, as stated, by parent or guardian who originally granted relevant permissions. Permission may be rescinded at any time and all data held will be securely deleted from the records.

If at any time an individual feels that CCC fails to take adequate precautions in the way the data held is used or securely stored, that individual has the right to complain to the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk)

Please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager – [Treasurer@chertseycameraclub.uk](mailto:Treasurer@chertseycameraclub.uk)

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