

BIGGLESWADE & DISTRICT CAMERA CLUB PRIVACY & DATA PROTECTION POLICY

The purpose of this policy is to inform members of the information that is held by Biggleswade & District Camera Club (BDCC) and how it is to be used.

BDCC will hold the following information on its members. This will be kept as both paper and digital copies and will only be passed on to other members with their express permission:

- Name
- Photographic qualifications
- E-mail address
- Postal address
- Landline number
- Mobile number
- Previous club membership(s) and dates
- Other current club membership(s)

BDCC also holds information on speakers, judges and photographic models and other people associated with the club and its running.

This data will be kept secure as specified in the General Data Protection Regulations 2018. The main membership database is held by the Secretary who will share the information with the other members of the Committee when necessary. This information will be used by the Officers of the club to communicate with members and will only be shared with organisations used by the club to help with distribution and competition entry, such as, but not limited to, Mail Chimp (newsletter provider), PhotoCompSoftware (online competition entry software), etc.

When a Committee member then circulates information to all members by email, the sender will place the circulation list in the 'Bcc' (blind copy) section of the email header, and not in the 'To' section.

Members who enter their images for internal club competitions, do so on the basis that they have read the competition rules, which explain that their images may be selected to represent the club in external competitions where it will be necessary to pass on the title of images and the name of the photographer to the organisers of the competition, such as, but not limited to, the EAF, PAGB, etc. These organisations may then display the images on their websites.

BDCC will also need to keep data about members in the recent past, about potential members and contacts details within other organisations, for example those of other club officials. They will also retain historical records such as, but not limited to, programmes, catalogues and award winners.

The club will inform their volunteer officials about maintaining a separation between personal data from different data controllers, and between controlled and domestic use of personal data.

BDCC will not make their membership contact information available for electronic marketing by any other organisation other than those mentioned above and will refuse any request to cascade marketing material to members by electronic messages. They will however forward email messages to inform members of other events, courses, competitions, products, etc. This will be at the discretion of the club officers. Any further communication between the BDCC member and the third party will be the decision of the member.

BDCC cannot guarantee or accept responsibility for data that is “in transit” over the internet. However once received any data will be held securely, where permission has been granted, and used solely within the scope of that permission in accordance to GDPR 2018 directive.

Out of date information will be securely deleted (GDPR2018).

Any person of whom BDCC are holding data has the right to view their data at any time by request and also has the right to withdraw permission for BDCC to hold their data. Upon request all of their data will be securely deleted from the records (GDPR2018).

BDCC welcomes members who are under 18 for which a separate membership form is available. This form requires 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. No contact details will be shared with other members.

If at any time an individual feels that BDCC 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

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