

DATA PROTECTION POLICY

Chigwell Camera Club ('CCC') will process relevant personal data required for membership to or visitors of the club (Data Subjects), in accordance with this Data Protection Policy.

CCC recognises the General Data Protection Policy (EU) 2016/679 adopted on 27th April 2016, the two year transition period and the application date of 25th May 2018.

General Principals

CCC will, so far as possible, comply with the Principles contained in the GDPR to ensure any personal data collected complies with the following:

1. Processed in a lawful, fair and clear manner;
2. Collected only for specified, explicit and legitimate purpose;
3. Limited to what is adequate, relevant and necessary for processing;
4. Is kept up to date and accurate;
5. Is recorded in a manner that the Data Subject can be identified only as long as necessary for processing; and
6. Processed to ensure security is maintained at all times.

Personal Data

Personal Data covers facts and opinions about an individual that identifies that individual. It will include information necessary for the administration of an individual's application to and membership of CCC, such as individuals name, address, phone number, email address, payment details. CCC does not require the collection of sensitive personal information as defined in the GDPR.

List of Data Collected by CCC:

- Name
- Address
- Phone Numbers
- Email Address
- Payment information
- Image (PDI or Print) which may contain Data Subjects Personal Information
- Competition entries(internal and external) which may contain Data Subjects Personal information. This may include entries from other Camera Clubs.
- Imagery of Members (for promotional purposes)

Processing Of Personal Data

Consent may be required for the processing of personal data. All information which is defined as personal data (as per GDPR) and is not exempt, will always be treated as confidential and only disclosed to any third party with appropriate consent.

Any Data Subject under the age of 16, a parent or guardian is required for consent to be given to process the data.

In some cases, specific organisations may issue a separate Privacy Policy relating to them, in conjunction with club activities. For example, other camera clubs, East Anglian Federation (EAF) etc.

CCC does not process personal data for marketing purposes unless the marketing activity is in direct relation to the club's activities. In such cases, consent of relevant data subject will be sought in advance.

Rights of Access to Information

Data Subjects have the right to access to information held by CCC, in accordance to the procedures detailed in the GDPR. If you wish to access your information, please contact the **Club Secretary** in writing. CCC will aim to respond to you as soon as is practical to do so and no later than one month upon receipt of request. The requested information will be issued to the Data Subject as soon as possible after it comes to CCC attention and with regards to the confines of GDPR.

Retention of Data

CCC will retain personal data as long as Data Subject is a member of the club. Once a Data Subject has left the club, all personal data will be destroyed after a period of one month upon receipt of written notice of termination of their membership.

Secure Disposal

When any data held by CCC in accordance with this policy is destroyed, it will be disposed of in a secure manner, in accordance with best practice at the time when the data is required to be destroyed.

Exemptions

Certain data is exempted from the provisions of the GDPR. CCC will comply with all requirements stated under law or statutory duty. For further details on the exemptions please contact the **Club Secretary**.

Accuracy

CCC will aim to ensure that all personal data held in connection of its Data Subjects is accurate. It is the responsibility of the Data Subject to inform CCC any changes to information held about them. Data Subjects can, under certain circumstances, request inaccurate information about them is erased. This does not apply to records of errors or corrections that are kept or records that apply to the interest of all parties concerned.

Enforcement

If anyone believes that CCC has not complied with this policy or in regards to the requirements of GDPR, they should issue a complaint in writing to the **Club Secretary**.

Data Security

CCC will ensure that all of its committee members who responsible for the control any personal information will be trained in the use of this policy. The Club will take all reasonable steps to ensure appropriate security is maintained at all times for the storage of personal data. This will include technical steps as required.

All CCC club members and any associated third parties must ensure the personal data and privacy of others and take appropriate protection measures at all times. This is to ensure that unlawful or unauthorised processing of personal data or any loss of or damage to personal data does not happen.

External Processors

CCC will ensure that all external providers it works with (such as Website Provider) are compliant with this policy and associated legislation.