

Western Valley Camera Club

Data Protection Policy

The Western Valley Camera Club is established with the objects set out in its constitution, and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, service records, records of entries to events, and such other information as may be necessary for the effective management of the legitimate interests of Western Valley Camera Club. Any person wishing to verify the information held by Western Valley Camera Club about them must apply in writing to the Club Secretary.

Information that is held by Western Valley Camera Club

Western Valley Camera Club collects and holds personal information about:

1. The Committee of itself and of its members; and those offering their services to Western Valley Camera Club whether voluntary or paid e.g. judges, lecturers, models.
2. This information is used to facilitate administration and services to and for the members of Western Valley Camera Club
3. The contact details of Western Valley Camera Club officials/members allocated to provide particular services or necessary for the conduct of business of Western Valley Camera Club may be published generally. This information may be retained to confirm the outcome.
4. Photographers as the creators of Images used in the activities of Western Valley Camera Club.

Information Collected from Members

Western Valley Camera Club will collect and store the following details of members for the administration of the Club.

- Name, Address, Telephone Number, E-Mail Address, Photographic Qualifications, and previous Club details.

Consent to store the above information will be asked for when the information is collected from members.

There is a duty of responsibility for members to notify the Club Secretary of any changes to their personal data that the club holds. The club will periodically undertake audits with members to verify the accuracy of data held.

Accessibility of Data

The above information will normally only be available to the Club Officers, but can from time to time be accessible to other Committee members in the performance of their duties.

E-Mail Communication

The club will endeavour to send communication to members using E-Mail by one of the following methods:

- 1) Sending E-Mails to club members should have the Members address in the 'bcc' field so that Members E-Mail details are kept private
- 2) Using an appropriate E-Mail distribution list.

Access to send E-Mail using the above listed methods will only be available to Club Committee Members.

If you wish to be removed from E-Mail distribution (be aware that you may not receive club news or other information) then please contact the Club Secretary.

Marketing/Solicitation E-Mails

The club frequently receives E-Mails offering goods, services and other photography related activities. The club will endeavour to provide filtering of E-Mails received and will only forward E-Mails, using methods set out under E-Mail Communication above, that are considered relevant and beneficial to club members.

Passing Data to External Organisations

Data Held by Western Valley Camera Club will not be passed to any external organisation, for the purpose of marketing or sales activities. Some details may be passed to an appropriate Photographic Organisation in pursuit of Western Valley Camera Clubs activities or for the benefit of the member.

Data Retention

Western Valley Camera Club may retain historical archives for example but not limited to, records of meetings, handbooks and membership lists, catalogues, awards and event results. Members details will be removed from clubs mailing lists within 3 months of the expiry of their membership, or sooner if they have notified the club they are not renewing their membership.

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