

# Lincoln Camera Club's Privacy Policy.

Lincoln Camera Club respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website at [www.lincolncameraclub.uk](http://www.lincolncameraclub.uk) ("our website" - regardless of where you visit it from) and tell you about your privacy rights and how the law protects you. This privacy policy also applies to any personal data collected or received through means other than our website – for example via email, telephone or face-to-face contact.

## 1. Important information and who we are

### Purpose of this privacy policy

This privacy policy aims to give you information on how we collect and processes your personal data, including any data you may provide when (if applicable) you sign up to one or more newsletters or mailing lists, purchase a product or service, take part in a competition or survey or otherwise engage with us.

It is important that you read this privacy policy together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements any such notices and is not intended to override them.

### Controller

Lincoln Camera Club is responsible for your personal data (collectively referred to as "we", "us" or "our" in this privacy policy).

If you have any questions about this privacy policy, including any requests to exercise your legal rights (as set out in paragraph 9 of this privacy policy), please contact us using the details set out below.

### Contact details

Our full details are:

Full name of legal entity: **Lincoln Camera Club**

Name and title: Lincoln Camera Club

Email address: [secretary@lincolncameraclub.uk](mailto:secretary@lincolncameraclub.uk) OR [enquiries@lincolncameraclub.uk](mailto:enquiries@lincolncameraclub.uk)

Postal address: Lincoln Camera Club, c/o Red Recruitment 24-7, 4 Pioneer Way, Doddington Road, Lincoln. LN6 3DH

A contact form is also provided on our website ([www.lincolncameraclub.uk](http://www.lincolncameraclub.uk)).

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however,

appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

## **Changes to the privacy policy and your duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your membership with us.

## **Third-party links**

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy/notice of every website you visit.

## **2. The data we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier,.
- **Contact Data** includes your address, email address and telephone numbers.

We do not collect any **Special Categories of Personal Data** about you.

### **If you fail to provide personal data**

We will not be able to contact you to provide such things as club newsletters, changes to program or venue, reminders on membership or similar, except by personal contact.

## **3. How is your personal data collected?**

Your personal data is collected by means of our Annual Membership Form, which is filled in each time you renew or take out membership in our club.

## **4. How we use your personal data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

## Purposes for which we will use your personal data

We have set out below, in a table format, a description of the ways we plan (or may in the future plan) to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose	Type of data	Lawful basis for holding data
To register you as new member or as a continuing member.	a) Your Identity	Performance of a contract with you
	b) Contact details	

### 5. Disclosures of your personal data

Your personal data will not be shared with third parties or other entities external to Lincoln Camera Club.

### 6. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data only to those who have a need to know.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### 7. Data retention

#### How long will you use my personal data for?

We will only retain your personal data for as long as you remain a member of the club. Should you resign membership, leave the area or have your membership revoked your data will be deleted.

Similarly, should your membership lapse due to non-payment of dues, your data will be deleted and you will have to be re-registered by completing a membership form.

In some circumstances you can ask us to delete your data: see **Request erasure** below for further information.

## 8. Your legal rights

You have automatic rights under data protection laws in relation to your personal data.

If you wish to exercise any of those rights (as further detailed below), please contact us.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

### **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You have the right to:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you.

**Request correction** of the personal data that we hold about you.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data.

**Withdraw consent at any time** for us to hold personal data about you.