

Lincoln Camera Club

DATA PROTECTION POLICY (PRIVACY POLICY)

Lincoln Camera Club is established with the objects set out in its Constitution, to serve the interests of its Members and as such is a data controller within the UK.

All personal data and information collected, is held securely and except where detailed below, is for the Executive Committee use only for Membership purposes and for the effective management of the lawful and legitimate interests of the club. It may be used to communicate with Members by email or post in connection with Membership and for online publicity via Club Website.

Personal data / information collected will not be issued to any other data controller for use in electronic marketing or the issue of marketing material, which includes the offer of services addressed specifically to any individual. There is no prohibition of general advertising, or material not directed to an individual e.g. a poster or the issue of leaflets at a Club meeting.

In general records will normally be held for a maximum of five years. The Club may also retain historical archives, for example, but not limited to, records of meetings, handbooks, catalogues, publications, awards and other event results.

The personal data and information referred to in this Policy includes:

- Names
- Distinctions
- Contact details
- Membership records
- Records of entries to Competitions
- Images
- Other information which may be required for effective management of the Club

The Club collects and uses personal data and information for effective management purposes and a number of other specific purposes:-

The Club Handbook – which includes:

- Information about Executive Committee Members
- Information about our Club meeting venues and times
- Information about any person nominated by our Club to receive communications from external bodies eg. our Bank, the LPA, N&EMPF etc.
- The Club Constitution and Rules

The personal information contained therein will not be issued to any other data controller for use in electronic marketing or the issue of marketing material addressed to any individual.

The Club Website - which includes:

All personal Executive Committee email addresses for use by those contacting them via the website, are stored securely by the Club Internet server for the sole purpose of 'redirection' when the 'name@lincolncameraclub.uk' address is used.

The Website will display the names of Members but no individual contact data / information.

Also on the website -

- An archive record of Past Presidents
- An archive record of Executive Committee Minutes
- Results of Competitions, including images

Award Winning images from the Club Competitions will be displayed unless consent has been specifically withheld. Members joining or renewing membership, annually, will be required to state their consent or refusal on the signed membership form.

The Right of Subject Data/Information Access - The Right of Rectification:

Personal data held by the Club as data controllers is to our knowledge accurate. There may be circumstances where the accuracy is genuinely disputed and published or printed archives, that may have been correct at the time of record, are no longer so.

Data subjects are entitled to access all personally identifiable data/information held by the Club as data controller. The data subject does not have to give a reason for the request and can also request that personally identifiable data/information is erased.

To make a request under these rights, data subjects can write to: Secretary, Lincoln Camera Club.

Review:

The Lincoln Camera Club, Data Protection Policy (Privacy Policy) principles and their application will be kept under review at least every 12 months and Members will be notified immediately of any breaches or changes.

Passed by Executive Committee:

_____ President

_____ Date