



LOUGHTON CAMERA CLUB

**Affiliated to
The Photographic Alliance of Great Britain
through the
East Anglian Federation of Photographic Societies**

Data Protection Policy

**CLUB NIGHT WEDNESDAY 8PM
at
THE LOPPING HALL, 189 HIGH ROAD, LOUGHTON, ESSEX
IG10 4LF**

MAY 2018



Privacy Policy

Loughton Camera Club complies with the EU General Data Protection Regulations (GDPR), as incorporated into UK law by the Data Protection Act 2018.

The Club collects and processes personal information about its members and other camera clubs in connection with competitions, for the lawful purpose of running the club.

Data Collected

The Club collects the following information about its members:

- Name.
- Postal address.
- Contact telephone number(s).
- Email address.
- Relevant accreditations.
- Payment status for membership.
- Imagery created by members (prints & PDI files) and associated titles.
- Competition/Exhibition entries and results.
- Imagery of individual members (for promotional purposes).

The Club collects the following information from other camera clubs in connection with competitions:

- Competition imagery (PDI files and titles only).
- Authors' names.
- Competition entry results.

Data Recording and Storage

Personal data held by the Club is recorded and stored in structured (electronic) and/or unstructured (paper) form:

- Membership application forms and meeting attendance sheets are held by the Treasurer.
- Data extracted from the membership application forms are stored electronically in a password protected file held by the General Secretary.
- Data uploaded to the Club's image management system (Image Scene) are stored on a secure server and managed by the Print and PDI Secretaries.

Data Sharing

Members' personal data will only be used by Committee Members who need it to perform their designated function within the Club. To facilitate communication and subject to members' explicit consent, the Club will publish a distribution list to its members containing members' names and email addresses. The Club will also share limited personal data with third parties (clubs, affiliates and associations) as necessarily required e.g. for the purpose of competition entry.

Data Processing

Members' data relating to exhibitions and competitions will be processed by the Club's print and PDI committee secretaries. Members' data submitted to third party organisations will be protected and processed in accordance with their data protection and privacy policies.

Data Retention

The Club will retain members' personal data whilst their membership remains current. Members' personal data will be securely erased twelve months following resignation from the club. All image files, titles and author names submitted for competition or exhibition entry, will be retained by the club for a maximum period of three years post competition/exhibition date. General business records will normally be held for a minimum of eight years. Loughton Camera Club may retain historical archives, for example, but not limited to, records of meetings, handbooks, catalogues, publications, awards and other event results.

Members' Rights

Members have the right to access their personal data held by the Club at any time. Members also have the right of rectification where their data is found to be inaccurate, and a right to be forgotten (this will happen automatically twelve months after a member resigns from the Club).

All requests for data access, rectification or erasure should be made to the Club's General Secretary.



Email and Social Media Policy

Loughton Camera Club encourages its members to communicate with each other for the purposes of enjoying their hobby of photography. Also, Loughton Camera Club has a responsibility to ensure that communications using the Club's email listings and/or social media are not abused in terms of both sharing content and contact information and also abusive and/or threatening language and behaviour. In addition to our Privacy Policy, Loughton Camera Club also has an Email and Social Media policy that members are required to agree to upon joining. This policy is as follows:

Emails

1. The Club Secretary is the ultimate holder of the Club members email list which is distributed around the committee members, to ensure compliance with our Privacy Policy.
2. Members' email addresses may be visible on emails circulating amongst Club members.
3. Members MUST NEVER share any members email address with any organisation or person outside the Club.
4. Members wishing to send an email to all members of the club MUST send the email to a committee member first, who will ensure it is relevant to Club activities and then send it around the rest of the membership also ensuring the email list is up to date.
5. Members should avoid using 'Reply All' unless it is relevant to the whole Club.



6. Members MUST NOT use 'Reply All' or copy the email addresses into another email for the purposes of starting a new subject (see point four above should you wish to email the whole Club).
7. Members must not use abusive and/or threatening language in any communication.

Social Media

1. Loughton Camera Club has a number of social media entities. Members agree to the Club publishing images of individual members and/or their photographic images created by them on social media for the purpose of promoting and advertising the Club.
2. Members may be named and their achievements published on the Club's social media entities.
3. Members must indicate to the committee if any work they have produced uses third party imagery and must not be published.
4. Members are encouraged to engage with the Club's social media sites, but are NOT to use Abusive, Aggressive and/or Negative language.
5. Nude and Images of extreme violence are not allowed to be uploaded to the Club's social media entities.