



Photocraft Camera Club Privacy Policy

August 2018

1. Introduction

Photocraft Camera Club ("Photocraft") complies with the General Data Protection Regulation 2018 ("GDPR"), which defines personal data to be "any information relating to an identified or identifiable natural person".

2. Personal Data that Photocraft Collects and Holds

Photocraft collects and holds personal data solely to enable the smooth running of the club.

For all members of the club, Photocraft holds their full name, email address, postal address, contact telephone number and (for members wishing to use the club's parking facilities) car registration details.

For all potential new members of the club, Photocraft holds their full name, email address and (for potential new members wishing to use the club's parking facilities) car registration details.

3. Access to Personal Data that Photocraft Holds

Access to the database containing the personal data of members and potential new members is restricted to Officers of the Executive Committee and the Membership Secretary. This database is kept in a secure location and is password protected.

All Photocraft members have access to the email addresses of all other members, plus those of potential new members in their trial period. In addition, the contact number and address details of Photocraft Officers are also available to all members. This personal data is held in a password protected location and it is a condition of membership that each member agrees not to share this data outside of the club.

4. Sharing of Personal Data

The contact details of members will only be shared with third parties for the purpose of relevant, legitimate club activities such as interclub and external competitions.

Photocraft uses the online PhotoEntry system to prepare internal club competitions. The use of PhotoEntry requires Photocraft to share the name and email address of members with PhotoEntry. Members are required to familiarise themselves with the PhotoEntry privacy policy, which can be found at the following address:
<https://photoentry.uk/information/welcome.html>

No other personal data held by Photocraft will be shared with any third parties, for any reason, other than to meet our legal obligations.



5. Retention of Personal Data

Photocraft will retain the personal data of members for as long as they remain a member of the club. With the exception of their name and email address, Photocraft will destroy the personal data of a member within one year of them leaving the club.

Strictly for the purpose of sharing relevant club news, Photocraft will indefinitely retain the email address of potential new members who decide not to join the club and ex-members who have left the club. This personal data is only accessible to Photocraft Officers and the Membership Secretary.

6. Use of Images and Member Names

Photocraft reserves the right to publish on its website and/or blog, images (together with their titles) entered by members in internal competitions.

Images belonging to members who leave Photocraft will be automatically removed from the club website no later than one year after they were last a member of the club, whereas images on the blog will only be removed on request.

If a member requests an image be removed from the website, Photocraft undertakes to comply with such a request within 30 days of the request being made.

To help protect the identity of club members, all public references to an individual member on the club website and blog will be truncated to first name and initial.

7. Junior Members

Photocraft welcomes junior members and requires such member's details for contact purposes. This personal data can only be collected and retained with the express permission of a parent or person with legal parental responsibilities for the individual.

Contact with the junior member will be in a manner restricted to the wishes, as stated, of the parent or guardian who originally granted the relevant permission.

8. Your Rights Regarding Your Personal Data

Any person for whom Photocraft holds personal data has the right to view that data at any time by request, and also has the right to withdraw permission for Photocraft to hold such data. Any such requests will be undertaken within 30 days of the request being made, at which point all data will be securely deleted from Photocraft records.

If at any time an individual feels that Photocraft has failed to take adequate precautions in the way their data is used or stored, that individual has the right to complain to the Information Commissioners Office at www.ico.org.uk

21st August 2018