



## Data Protection Policy

Thornbury Camera Club is established with the objectives as set out in its Constitution and is a data controller. We use information members give us for the effective management of the legitimate interests of the Club.

### Data Collection and Usage

The Club collects and uses personal data:

- Membership data comprising name, address, email, phone number, date joined
- Information related to the activities of the Club and members such as internal and external competition images and results, member evening contributions, Club programme, Club forum
- Administrative data required for the running of the Club such as AGM documentation, meeting minutes, financial records
- Data related to third parties offering and providing services to the Club (e.g. judges)

Membership data is available to Committee Members and the auditor of the financial accounts. Membership data will only otherwise be made available with the consent of the member.

As a Club we publish information which may include personal information, including:

- The names and positions of Committee Members and contact information
- Reports of Club activity such as the Club programme, in weekly reports, in the Newsletter, competition entries and results,
- Images submitted for competitions with members' names and scores, and names to accredit images on the Members' Galleries

Club participation in external competitions may require personal information to be provided to another organisation. The personal information will be handled by the competition organiser in accordance with the organiser's data protection policy.

### Data Retention

Membership data may be retained for at least three seasons after a member's last season with the Club and thereafter reviewed whether the membership data is still required.

We may retain historical archives indefinitely, such as administrative data, information related to the activities of the Club and its members, and data related to third party service providers.

### Right to Access and Rectification

Anybody wishing to verify personal data held on them should contact the Club Secretary. Access requests will be responded to within one month.

If any personal data is incorrect the person should contact the Club Secretary with the details. Rectification requests will be responded to within one month.