



Chet Valley Photography Club

A friendly photography club

Data Privacy Policy **Complying with General Data Protection Regulation (GDPR) 2018**

This privacy policy explains how Chet Valley Photography Club (CVPC) will use any personal information we collect about you. For the purposes of the collection, processing and retention of personal data of members of the CVPC, the management committee decides how personal data is collected and processed and for what purpose.

In compliance with the General Data Protection Regulation (GDPR 2018), any personal data collected by CVPC is to be submitted willingly by the Club Member and will only be used for the sole purpose of the CVPC business.

Any personal data held by CVPC will be deleted immediately upon request, or within one year of a member cancelling their membership – electronic records deleted, hard copies will be shredded.

Who do we collect information from?

We collect information from individuals who are currently club members who have given their consent or from those who wish to become members of CVPC.

Types of Personal Data we collect from you:

- Your contact details: full name, postal address, email address, telephone number(s).
- Your emergency contact details.
- Membership details: membership number, fees paid; membership renewals.
- A record of our communications with you and your communications with us.
- Date of birth for members under 16.
- Additional information about members as may be required for Health and Safety reasons.

How do we use this Information?

The information is used by management committee members only to generate communications from CVPC via email, telephone, text or post. All emails sent to club members will be sent using Bcc (blind carbon copy) functionality. Examples of the communications include the following:

- CVPC meeting information.
- CVPC exhibition information.
- Membership renewal information.
- CVPC Annual General meeting information.
- Requests/information from other CVPC members.
- Invitations/information to other events and activities relating to photography.
- Your name only will be shared with other photography clubs as the author if your photographs are used when participating in inter-club competitions.

Personal data will not be disclosed to third parties except where required or authorised by law or with the prior agreement of the member.

CVPC Facebook Page, Exhibition and Club Website

Submission of your photographs to the exhibition, Facebook page or club website, you indicate consent that your photographs may be on public display along with image titles and your name. CVPC cannot be held liable for any infringement of any member's copyright resulting from such public display.

How is the information stored?

Your information kept by the club is recorded and stored:

- In a membership database held securely on computers owned/operated by the appropriate management committee members.
- Your name and membership number only is stored, with your image titles on computer records of competition and exhibition entries, securely on computers owned/operated by the appropriate management committee members.
- The club secretary holds hard copies and electronic copies of membership application, membership renewal forms and any other relevant information securely.

Who has access to the information?

- Personal Data will only be used by management committee members who need it to perform their designated function within the club.
- Each member has right of access to their own data.

Compliance

The management committee will annually review compliance with this policy.