

HENFIELD CAMERA CLUB DATA PROTECTION POLICY

Definitions

HCC is used throughout to mean Henfield Camera Club.

1 What personal data does the HCC collect?

The data we normally collect includes names, telephone numbers and email. We collect this only from our members.

We collect the images, scores and awards from competitions/exhibitions which may include personal data.

Names and Images may be published on the HCC website.

2 What is our data protection policy?

The HCC complies with the principles of data protection (the principles) enumerated in the EU General Data Protection Regulation (GDPR). We will make every effort possible in everything we do to comply with these principles. The principles are:

2.1 Lawful, fair and transparent

Data collection must be fair, for a legal purpose and we must be open and transparent about how the data will be used.

2.2 Limited for its purpose

Data can only be collected for a specific purpose. E.g. safety and economic running of the club.

2.3 Data minimisation

Any data collected must be necessary and not excessive for its purpose.

2.4 Accurate

The data we hold must be accurate and kept up to date.

2.5 Retention

We will not store data longer than necessary.

2.6 Integrity and confidentiality

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The data we hold must be kept safe and secure.

3 What is this personal data used for?

We use data for the administration of club membership of the HCC; the communication of information; and the organisation of events. We provide data to the a few of the local photographic associations, e.g. Photographic Alliance of Great Britain (PAGB) for their use as explained in section 4 below.

4 Who is your data shared with?

Data on HCC committee members and officers may be shared with other club members. Information about lecturers and judges is passed on to club members.

Where images are selected on behalf of the HCC to represent in the HCC in external competitions this information is also passed on to the event organiser as required, for use in its competitions.

Your personal data is not passed on by us to organisations other than Photographic Societies that we have links with, whether or not connected with photography.

No data is shared with anyone outside the UK.

5 Where does this data come from?

Data comes from individuals: when they apply for membership, usually at the beginning of our year in September. Also when they enter an individual entry competition run by the HCC; or when they apply to or join the judges and lectures list.

Competition/exhibition data comes directly from the results of the competition/exhibition which you have entered or which your club has entered.

6 How is your data stored?

This information is mainly stored in digital form on private computers with some back-up paper records held by HCC officers. Any information that is stored remotely is stored in compliance with the GDPR and requires the explicit approval of the HCC Data Protection Officer.

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7 Who is responsible for ensuring compliance with the relevant laws and regulations?

Although under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer the HCC has appointed a Data Protection Officer whose details are in the club program.

8 Who has access to your data?

Members of the committee and officers of HCC Clubs have access to data in order for them to carry out their legitimate tasks for the HCC and their clubs. Officers of HCC clubs have access to data for specific legitimate interests such as contacting other clubs and the booking of lectures and judges. They cannot use it for any other purpose.

9 What is the legal basis for collecting this data?

The HCC collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in nationally recognised exhibitions/awards/competitions. At least one of the following two conditions must apply whenever we process personal data:

A Consent

We hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose. We must also ensure that individuals whose data is being processed by us are informed of the basis for processing their data, as well as the intended purpose. We do this by making this policy known when we seek consent.

B Legitimate Interest

The processing is necessary for our legitimate interests.

10 How you can check what data we have about you?

If you want to see the data we hold about you, you should contact the Data Protection Officer. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We will provide this to you within one month. There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

11 Does the HCC collect any "special" data?

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The GDPR refers to sensitive personal data as “special categories of personal data” .

We do not record any such special data with the sole exceptions of:

- Data which may relate to the disabilities and special needs of individuals who have explicitly requested it to be recorded for the purpose of assisting them attend events etc.

12 How can you ask for data to be removed, limited or corrected?

Contact the Data Protection Officer.

13 How long we keep your data for, and why?

We normally keep club data for 2 years if clubs cease to become HCC members in case they later wish to re-join. However, we will delete any details entirely on request. Data on other individuals is removed once they cease to be HCC judges, lectures, committee members, officers etc.

Since underlying statistical data, such as information from competitions/exhibitions continues to be necessary in relation to the purpose for which it was originally collected and processed, results from these events are not deleted. Historical lists and award lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

14 What happens if a data subject dies?

We do not normally keep information after someone dies with the exception of historical data outlined in 13 above.

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