



Upminster Camera Club

General Data Protection Policy

Issue 2 - 22.4.24

1. Introduction

This Policy is written and updated as necessary to ensure Upminster Camera Club complies with the requirements of The Data Protection Act 2018, which incorporates the European Union, General Data Protection Regulation (GDPR).

This policy will be circulated initially to all existing members. New members will be made aware of the policy and encouraged to read it. The Club realises, compliance to this policy is particularly important for Committee members. New committee members will be expected to refresh themselves on this policy when they are appointed.

2. Overview

Upminster Camera Club is a Member of EAF (East Anglia Federation of Photographic Societies) which in turn is a member of PAGB (Photographic Alliance of Great Britain). These organisations have their own GDPR policies which are available from them.

The club meets weekly to hold internal photo competitions, to meet people of mutual interest and to hear presentations on photographic topics. They also meet at a variety of venues which have photographic interest .

The Club interacts with other local clubs and sometimes with the EAF in pursuit of photographic competitions.

3. Data Collection

The needs of the club for personal data is very simple and is purposely kept to a minimum.

Personal data is centrally collected and retained by the Clubs Treasurer on a home computer.(For the purposes of GDPR, the Treasurer is the Clubs Data Controller). The Treasurer may only share this information with other Committee members.

The minimum requested information, is a members name. In the unlikely event that a member does not want his name listed, they will not be allowed to be a member. This ensures the club can subscribe to liability insurance, managed by EAF. If the member wishes, for the purposes of communication in the future; they may also provide their postal address, email address and phone numbers. The Treasurer will update the central record of members, as and when new members join and similarly when members leave. It is not always possible to know that a member has left until the annual subscription renewal period.

For ongoing contact between the Club and its members; members are invited to subscribe via the Clubs Web Site to Google's 'Mail Chimp'. This allows members to subscribe for circulated information, but also to un subscribe if they no longer want it.

Whilst members are subscribed to MailChimp, their email address is used by MailChimp for broadcasting club information. The MailChimp system allows Committee members with authoring access to see members email addresses.

4. Sharing Personal Data

Where the club interacts with other clubs or EAF or PAGB, it is only a members name and what club they are from, that is used for reference purposes, by both the other club and ourselves.

Club members are also required to be members of The Cranham Community Centre (CCC). Members names are shared with the manager of CCC for the purpose of their records. (NB: CCC only require 1 membership per person, regardless of how many clubs or activities that person belongs to. This membership may be paid via UCC or one of the other clubs that member belongs to)

The use of members names within the Club for internal competitions will be used similarly for reference purposes.

Upminster Camera Club will not share names it has received from other clubs with any other organisation , other than the clubs taking part in a competition.

Committee members may make use of members details for compiling competition lists. Upminster Camera Club may also publish members names on its web site in connection with Club business and specific images. Club members names may also show in connection with printed or digital images that are on display.

Where members wish to take part in club photographic competitions, their email address will be used by the Photo Entry system.

The Club will never allow members personal data to be given to any other organisation, except as described above.

The club will not onward circulate marketing information received from commercial companies.

5. Communication

The Club uses Mailchimp to communicate with its members and anyone else who may want to subscribe to communications from The Club.

The Club segments these names into specific groupings which reflect the area of interest. These groupings for example are : 'Members only', 'Committee only', All who have subscribed and possibly other tailored lists.

Mailchimp has its own GDPR policy and this can be referenced at the following web site: <https://mailchimp.com/legal/privacy/>

The Club Committee Members all have Club email addresses, and these maybe published in various places, such as on the Internet. The Club has a general contact email address as follows: info@upminstercameraclub.co.uk.

The Club Secretary's email address: secretary@upminstercameraclub.co.uk, is available and published to the EAF, to facilitate communication by other clubs and other official entities within PAGB for Club Level interactions.

In any circumstances where an individuals email address could be exposed to others, the use of the BCC (Blind Copy) should be used, to hide such information.

6. Retention of Personal Information

An individuals name and any other details they have supplied may be retained by the Clubs Data Controller for up to 2 years.

The Club may from time to time, exhibit individuals printed images including the display of the photographers name, at various locations. This is done with the individuals full knowledge. Sometimes, these exhibitions may continue indefinitely, such as in a hospital.

Individuals names will be retained indefinitely in connection with historical Club records of such things as competition results.

7. Summary

This policy is designed to explain how personal information is used within the Club and in directly related external activities . It will be circulated to all subscribers of the Clubs MailChimp tool. Subscribers will be encouraged to review their commitment to subscription, and to withdraw, if they so wish.