

# LOCKSHEATH AND SARISBURY CAMERA CLUB

## PRIVACY NOTICE, IN COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION 2018

### **PERSONAL INFORMATION THAT WE COLLECT FROM YOU**

The Club will collect the following information from you for the purposes of managing and running the activities of the Club:

- Name
- Address
- Email address
- Telephone number

Should a Club member wish to provide an 'Emergency Contact' number; this will be securely held and only used for that purpose.

### **PERSONAL INFORMATION THAT WE RECEIVE FROM OTHER SOURCES**

The Club may hold the contact details of Competition Judges, Speakers and Models for the purpose of contacting them for Club activities.

### **WHO WE SHARE YOUR PERSONAL INFORMATION WITH**

Your name may be shared with other photographic organisations for the purposes of registering the Club with parent photographic organisations and entering Club members photographs into competitions representing the Club.

Personal information will be shared with Committee Members for the purpose of managing the Club and its activities. Only personal information that is necessary will be shared.

The Club is based at the Sarisbury Green Community Centre (SGCC). It is a requirement of the SGCC that Club members names (no other details) are disclosed to them.

### **WHERE WE SEND YOUR PERSONAL INFORMATION**

The Club will not disclose your personal information without your consent (unless there is a legal requirement to do so) for any purpose, other than as stated above.

The Club may publish members, models or speakers photographs/videos, that have been taken as part of Club activities, on the Club's website and Social Media site to promote the Club. Members, speakers, or models names may accompany a photograph/video.

Members taking part in the Club's internal photography competitions will have their names published in league tables on the Club's website.

### **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

The Club will retain personal data for 3 years, following the last contact with an individual.

## **HOW AND WHY WE WILL CONTACT YOU**

The club may contact you by post, email, or telephone with regard to current or proposed Club activities.

If you would prefer the Club did not contact you, you should inform a Club Committee Member of this.

## **YOUR RIGHTS**

Pursuant to the General Data Protection Regulation 2018, you have a right of notice, access, data portability, rectification, restriction of processing, erasure of the information the Club holds about you, as well as an objection right which you may exercise at any time by contacting a Club Committee Member.

Please note that the exercise of such rights is not absolute and is subject to the limitations provided by applicable law.

You should, in the first instance, address a complaint or question concerning the processing of your personal information to a Committee Member. If you are not satisfied by the Club's response to your question or complaint, you should contact the Information Commissioner's Office.