



# Kidlington Camera Club Photo Group

## Data Protection Policy

The Kidlington Camera Club Photo Group is established with the objects set out in its constitution. The Secretary of the Club is our 'data controller' and is responsible for ensuring that we store the minimum of personal data for our members, and that the information is held securely.

The personal information referred to in this Policy may include name, contact details, service records, records of entries to events, competitions, and such other information as may be necessary for the effective management of the legitimate interests of KCC Photo Group and collection of subscriptions. Any member wishing to verify the information held by the KCCPG may request access to this from the Secretary.

The KCCPG collects and holds personal information about:

1. The executive committee and members of the Club;
2. Others who assist that executive committee; and those offering their services to the KCCPG eg, as judges or lecturers.
3. Others necessary for the conduct of the business of the KCCPG.
4. Photographers as the creators of Images used in the activities of the KCCPG, in addition to members, judges and speakers.
5. Details of subscriptions.
6. A comprehensive list of the winners of all trophies dating back to 1990/91.

In all cases this information is used to facilitate the administration, services and record keeping for the efficient running of the Club. Access to the full list of contact details is limited to the executive committee and is held securely by the Secretary.

Annually, and on joining the club, members will be asked if they agree to include their email addresses on a club mailing list which will be used to circulate information regarding meetings, competitions and events. If a member does not wish to be included in this email circulation, then they should indicate this to the secretary (via the annual form).

When agreeing to be included in the Club's email list, members are reminded to ensure that they protect the privacy of their fellow members and are NOT allowed to use the list for any purpose other than to further the activities of the Club. It is not acceptable to pass contact details on to anyone else, or any other organisation.

The KCCPG may retain historical archives for example but not limited to, records of meetings, programmes, awards and other event results. Contact details for members will be kept during the year of their membership, plus the previous year.