



INTRODUCTION

Otley Camera Club (OCC) is a voluntary club, run as described in the Club Constitution and in data protection terms, is a data controller. We use information which Club Members give us to help with the legitimate interests of running the Club, under the UK Data Protection Act 2021 which has effect following the UK leaving the European Union.

PURPOSE

The Club collects and processes members' information such as name, address, telephone number(s), email address, dates of membership, photos submitted for competitions and events, competition scores and other information needed for Club activities. The Club also keeps records of Members of the Committee, people offering their services to the Club (such as judges and lecturers) and prospective members, to help with the running of the Club.

WHAT THIS MEANS IN PRACTICE

We list the names and positions of the Committee Members on the Club web site, as well as any contact information which they agree to publish. The Club programme is also available on the web site, including the name of anyone presenting or judging. We publish some of the images submitted for competitions with members' names on the Club website and on our social media channels. We use some images in promotional material for the club.

The Committee has restricted access to a register of current, past and prospective members which is kept in a secure manner on a restricted shared document store. An email list is used by the Committee to communicate with members and prospective members about Club activities (which only displays the email address of the person sending the message). Members of the Club are invited to join closed communications groups such as WhatsApp which may enable other members to view personal information such as name, telephone number or other identifiable information and which are subject to their own privacy policies. Social media channels such as Facebook or Instagram may be used by the Club for promotional purposes for members and non-members who wish to join. These are also subject to their individual privacy policies. The Club will never share membership information with third parties for marketing (including electronic marketing). From time to time, we may circulate information from affiliated photographic organisations, which may be of interest to members, or information about photography activities or events approved a member of the Committee.

Membership records may be retained for up to five years and may be used periodically to maintain contact and communicate information about club events. The Membership Secretary will review the membership data periodically and delete any personal data which is older than five years. Any past or prospective member can request that their personal information is deleted with immediate effect. We keep historical records about the Club, for example, the programme, competitions, award winners and membership numbers. Members can leave social media groups directly in line with the system capabilities, or by contacting the group administrators.

The Club also collects statistics about visitors to the web site (for example IP address, browser, browser language and places "cookies" on visitors' computers). We may also use analytics services provided by Google, or other similar companies, which are subject to their own privacy policies.





EXTERNAL EVENTS

Participating in inter-club events may require personal information and images to be provided to another organisation and we will ask members to agree to this in advance.

ACCESS

Anybody wishing to verify the information held on them by the Club must write to the Club Secretary using the contact details published on the web site. Unless a legitimate reason exists, a response will be provided as soon as practical and without charge. The individual has a right to rectify any information which is incorrect, or request that it is deleted. Any concerns relating to a data privacy matter should be addressed to the Club Secretary.

PRIVACY NOTICE (used when collecting personal information)

Otley Camera Club (OCC) is a data controller and uses information which Club Members give us to help with the legitimate interests of running the Club. In brief, this means:

The Committee has restricted access to a register of current, past and prospective members which is kept in a secure manner on a shared document store.

An email list is used by the Committee to communicate with members about Club activities (this does not display recipients' email addresses to other members).

Members are invited to join closed communications groups such as WhatsApp which may enable other members to view personal information such as name, telephone number or other identifiable information.

The Club will never share membership information with third parties for marketing (including electronic marketing). From time to time, we may circulate information from affiliated photographic organisations which may be of interest to members, or information about photography activities or events approved a member of the Committee.

We publish some of the images submitted for competitions with members' names on the Club website and on our social media channels. Images may also be used for promotional material.

Participating in inter-club events may require personal information and images to be provided to another organisation and we will ask you to agree to this in advance.

Anybody wishing to verify the information held on them by the Club must write to the Club Secretary using the contact details published on the web site. Unless a legitimate reason exists, a response will be provided as soon as practical and without charge. The individual has a right to rectify any information which is incorrect, or request that it is deleted. Any concerns relating to a data privacy matter should be addressed to the Club Secretary.

September 2024

