

MIDDLETON CAMERA CLUB

Protecting Your Data

What will we collect and why?

Information relevant to your participation in the activities of MCC and to communicate with you; optional information you choose to provide will be used to plan the programme and activities

- Your name, address, phone number, emergency contact number, email address
- *Optional: Your interests, skill level, software, camera, accreditations*
- Low resolution copies of your images for competitions and viewing

Who will collect the data?

- Officers of the Committee: primarily the Membership Secretary, his/her deputy and committee members involved in running competitions

Who do we share your information with?

- Your personal data will not be shared with a third party without your consent. You will be invited to share images in order to participate in external competitions.

How will it be stored?

- Personal data will be stored on a password-protected server: only members of the executive committee will have access and the master file will be managed by the Membership Secretary
- A back up will be stored on the Club laptop and password protected
- The original forms will be held by the Membership Secretary and shredded at the end of each season
- Images may be:
 - Stored within the *PhotoEntry* software (self administered)
 - Stored on the Club Laptop (for the purpose of running competitions)
 - Uploaded on to the MCC website

How long will you keep my data?

- When you cease to be a member your personal data will be deleted after one year
- Any images that have been stored or displayed can be extracted and deleted on request
- Images loaded via *PhotoEntry* can be fully managed by you, including deletions

Who do I ask if I want to view, change or remove my data?

- The Membership Secretary or in his/her absence the Club Secretary or Chairman.

MIDDLETON CAMERA CLUB

DATA PROTECTION POLICY

In accordance with 2018 General Data Protection Regulation

Middleton Camera Club (MCC) is established with the objects set out in its constitution, and is a data controller within the UK.

The personal information referred to in this policy may include name, contact details, service records, records of entries to events, and such other information as may be necessary for the effective management of the legitimate interests of MCC. Any person wishing to verify the information held by MCC may apply to the Data Controller who will be a member of MCC executive committee.

MCC collects and holds personal information about:

- 1 The executive committee of itself and its individual members. This information is used to facilitate administration. It is held electronically and in a paper list available to its executive committee. Edited committee members details are available on the Club's website.
- 2 Photographers as the creators of images used in the activities of MCC. This information is managed subject to the conditions for MCC competition events and external competitions.

Online meetings: To prevent incidental personal data being captured during online meetings, MCC will not use audio/video record features to make a record of online meetings, competitions and lectures.

MCC may retain historical archives for example but not limited to, minutes of meetings, images, awards and other event results.

MCC members have the right to request to see their information and that it be amended or removed. In these instances they should contact the Club Secretary.

MCC will take the necessary precautions to prevent unauthorised access to members' information.