



**Bungay
Camera
Club**

DATA PRIVACY POLICY (Complying with) GENERAL DATA PROTECTION REGULATION (GDPR) 2018

This privacy policy explains how Bungay Camera Club will use any personal information we collect about you. For the purposes of the collection, processing and retention of personal data of members of the Bungay Camera Club, the Committee decides how personal data is collected and processed and for what purpose.

Bungay Camera Club will not make its membership contact information available for electronic marketing. The Club will refuse any request to pass on marketing material to members by electronic messages.

In other words, we do not share your information with any commercial organisations.

In compliance with the General Data Protection Regulation (GDPR 2018), any personal data collected by the Bungay Camera Club is to be submitted willingly by the Club Member and will only be used for the sole purpose of the Bungay Camera Club business.

Any personal data held by the Bungay Camera club will be deleted immediately upon written request, or within one year of a member cancelling their membership.

From whom do we collect information?

We collect information from individuals who are currently Club Members who have given their consent and those who wish to become members of the Bungay Camera Club.

Types of Personal Data we collect from you:

- Your contact details: full name, postal address, email address, telephone number(s)
- Membership details: membership number, fees paid; date joined, membership renewals
- A record of our communications with you and your communications with us
- Date of birth for members under 16
- Additional information about members as may be required for Insurance or Health and Safety reasons including Next of Kin in case of accident or emergency.

How do we use this Information?

The information is used by Committee Members to generate communications from Bungay Camera club via email, text, telephone or post. Typically (but not exclusively) the communications include the following:

- Membership renewals and information
- Bungay Camera Club news and events information
- Newsletters and notes from Committee Members
- Invitations to meetings, Club events and other related events and activities relating to photography
- Your name only will be shared with other camera/photography clubs as author of any of your images participating in inter-club competitions or exhibitions
- Members of Bungay Camera Club have the option to agree to their email address being shared with other members of the club for the sole purpose of sharing information relevant to a shared interest in photography. No other data will be shared with members.
- Where a member does **not** give this permission, their email address will be shared with Committee members only
- **PLEASE NOTE:** Other than the above, we do not pass on or share your personal information with any other organization.

The Club Website, Facebook Page, Press Releases and Interclub Competitions and Exhibitions

If you submit any of your image(s) for display on the Club's website or for Interclub Competitions, Facebook page, or in its press releases or exhibitions, you imply consent that your image(s) may be on public display on those media along with image title(s) and your name. Bungay Camera Club cannot be held liable for any infringement of any member's copyright resulting from such public display.

How is the information stored?

Your information is stored by Committee members - in the following ways:

- In a membership database held on computers owned/ operated by Committee members
- Your name only is stored with your image titles on computer records of competition and exhibition entries and results, on computers owned/operated by Committee members.
- The Committee Treasurer holds both hard and electronic copies of membership forms and information.
- Where you have indicated permission to share your email address with other club members, your email address only will be included on a list, kept up to date and circulated by the treasurer.

IMPORTANT: Your consent

The Regulations require us to obtain explicit authority, from you, to continue to hold your personal information. To give us this authority, please complete and sign the club membership form provided at the first meeting of the year or from the signing in desk at any meeting. The form is also available on the club website. If we do not receive your written consent, we are required to delete your information from our records and will no longer be able to send any communications to you.

A copy of this document – the Bungay Camera Club General Data Protection Regulation (GDPR) and the membership application form are available on our website: www.bungaycamera.org