

The Data Protection Act 2018 (replacing the Data Protection Act 1998) sets out the rules for organisations holding personal information.

As a “not-for-profit” organisation, the Wakefield Camera Club (hereinafter called the ‘Club’) is exempt from the requirement to register with the Information Commissioner’s Office but is still subject to the basic requirements of the law.

The Club holds personal information for the purpose of running the Club and its activities and is committed to complying with the requirements of the above Act.

## Club Policy:

1. The maintaining of personal information by the Club on paper, computers or any other electronic means is to be limited to that required for the following:

- Establishing, administering, and maintaining membership.
- Supporting the Club in all its activities which include internal and external competitions.
- Informing, providing, and administering activities for members and those who have regular contact with the Club.

2. Personal information to be held is to be restricted to that which is relevant to the relationship the individual has with the Club. For the purposes of membership, this information comprises:

Personal details - name, telephone number(s), e-mail address, home address, year joined, age group, a photographic image of the member, photographic honours.

3. The Treasurer is responsible for maintaining and ensuring the accuracy of membership data and for keeping it up to date. It is the responsibility of members to inform the General Secretary or Treasurer of any changes. All Club officials maintaining personal data are required to take reasonable steps to ensure the accuracy and safe keeping of the data.

4. The Treasurer will only share contact details (name, address, telephone, and email) to committee members on request and have a valid reason for requiring access to this information. The contact details file will be sent via email and the file password protected. All requests, which will include the reason for requiring access to the data, will be sent to the Treasurer with a copy to the General Secretary who will keep a record of all requests.

5. The Club will not pass personal information to third party commercial organisations without the express consent of the member.

6. Upon written request from a member to the General Secretary, the Club will respond within 21 days to provide the personal information held on that individual.

7. All Club officials will take all reasonable steps to ensure that personal data relating to the Clubs activities will be kept separate from their own personal data.

8. The club will seek written permission of ex club members (by post or email) to retain their personal contact details. If this is not possible or permission is refused, the Club will delete, within a reasonable period, information relating to that individual once the relationship with the Club comes to an end. This will normally be done by the end of the season following the season in which the cessation of the relationship occurred. Historical personal information in the Club archives will be the minimum required to reflect a member's record at the Club e.g., name, dates of membership, positions held and photographic achievements.

9. As a condition of Club membership, members agree that the Club may contact them by email and/or phone with information of various kinds related to Club activities or may forward emails received by the Club from third parties offering products or services to Club Members. Any member who does not wish to continue to receive any email/phone communications should advise the General Secretary in writing by post or email.