

## **Brentwood & District Photographic Club (BDPC)**

### Privacy Statement.

BDPC holds personal data in hard copy files and computer databases for the purposes of running the club and maintaining membership.

As a non-profit organisation, we are exempt from registration under the Data Protection Act. However BDPC recognises the need to take care with personal data and, with the General Data Protection Regulation (GDPR) in force from 25 May 2018, has issued this statement for members.

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2. Members' personal data is held on hard copy files or computer databases by committee members for the purpose of running the club. This will include contact details, images, information about competition entries and activities associated with members to help us manage the club's events and business. We intend to keep this information to a minimum consistent with: (i) allowing the club to function effectively; (ii) keeping records of members' work and competition results (internal & external); (iii) maintaining a safe and healthy club environment; and (iv) understanding of each member's interests and needs.

3. Wherever reasonable and practical (such as general / all member email) Nowadays email is the key method for communications relating to club activities and it is not practical to communicate regularly or in a timely fashion to members by other means.

However, should a member not wish to receive communication by email it will be respected. In that case the club member will have to rely on attendance at club meetings to learn of club events.

Members will be asked to provide a home phone number that can be used in the event of emergency or a late cancellation of a meeting.s), email addresses will be kept discreet through use of the BCC (Blind Copy facility).

4. Members' personal information will not be used by committee members for any other purpose other than running and managing the club activities unless agreed by the member.

5. Information will only be passed to a third party if required specifically for club activities. Examples would include dietary requirements at an event or outing, or to confirm attendance at inter-club or external competitions. Data will not be passed to any

third party for any specific commercial purpose by the third party, unless a member's specific, prior permission is sought. However, members should be aware that we cannot be responsible for a third party's use of information once it has been given to the third party.

6.All members should take reasonable precautions to protect themselves from cyber attack and data loss. This includes a firewall (software or hardware) and suitable virus protection software that is kept up to date. Committee members holding any personal information on an on-line database undertake to do this but where practical will hold information off-line. Committee members will take the same care with club members' data as they do with their own personal data.

7.If any member wishes to see the information held on them, they may make a formal request in writing to the Club Secretary.

8.Once it is clear that a member has left the club, the record of their data will be removed from the files and databases after a period of twelve months, unless specifically requested otherwise by the relevant member.

9.The club has the right to terminate membership or refuse membership or entrance to club meetings to any member or non member who does not respect the Rules of the club or the privacy of other members.