

# **Falkirk Camera Club**

## **Privacy & Data Protection Policy**

Falkirk Camera Club, otherwise referred to as the Club, is committed to protecting the privacy of our members and visitors to our club and website. The club is established with the objectives set out in its Constitution to serve its members. Falkirk Camera Club is a Data Controller.

### **Personal Information Collected**

When you become a member of the club the following personal information may be collected :- name, distinctions, contact details, affiliations, service records, records of entries to events and such other information as may be necessary for the effective management of the legitimate interests of Falkirk Camera Club only.

Falkirk Camera Club may hold personal information for anyone contacting the Club, or whom the Club contacts for the purpose of conducting its general business.

Any individual wishing to verify, correct or remove their personal information held by the Club may apply to the General Secretary.

### **How we use your personal information**

Falkirk Camera Club collects and uses personal information for several purposes.

- To maintain Membership Records detailing Name, Address, Telephone Numbers, Email Address, Amount of Annual Subscription fees paid, Amount of Workshop fees paid, Amount and Details of other fees paid.
- To invite entries to Club, Inter Club and National Competitions & Salons and relay information and results of same.
- To invite participation in Workshops, Club Exhibitions and Events.
- To circulate the Club Newsletter to members and others. The Newsletter contains editorial and photographs. It may include contact details of anyone who has submitted material for inclusion. The Newsletter is also published on the Club website and is viewable by anyone.

### **Record Retention**

General business records may be held by the Club indefinitely.

Historical archives may be held by the club indefinitely and aspects of the information held may be contributed to the Falkirk District history archive held securely by Falkirk Community Trust, this would not include personal contact details but may identify an individual by name.

### **Disclosure of your information**

Other than previously stated for archival purposes the information you provide to us will not be given or passed on by us to any third party companies or organisations who may use that information to advertise services to you. Your contact information may be given to providers of events, workshops run by the club but only with your express permission and for the purposes of providing information or access to said event.

## **Cookies**

Cookies are small amounts of information which may be stored on your computer. They make it easier for you to log on to and use websites during future visits. They also allow some websites to monitor website traffic and to personalise the content of their sites for you.

When visiting the club website the following caching cookies will be applied.

[.falkirkcameraclub.co.uk](http://falkirkcameraclub.co.uk)  
[.fonts.googleapis.com](http://fonts.googleapis.com)  
[.gstatic.com](http://gstatic.com)

Please be aware that if you use any links to another website the third party operators may also issue cookies in addition to the above. The Club is not responsible for any content of third party websites or links visited from the club website.

You may be able set up your computer to reject cookies. However, that may mean that certain features on sites that you visit may not be available. Further information about cookies and instructions for rejecting them if you wish can be found at [www.aboutcookies.org](http://www.aboutcookies.org).

## **Your rights**

You have rights in respect of your information as follows:

- Right of access to copies of the personal data that we hold about you
- Right to have your personal data rectified if it is inaccurate or incomplete
- Right to be forgotten, i.e. to request the deletion or removal of your personal data from our records
- Right to data portability, i.e. to have a copy of your data in a form that you can move, copy or transfer from one IT environment to another
- Right to block or suppress the processing of your personal data
- Right to object to processing of your personal data.

To exercise any of your rights above you should contact the General Secretary of the Club.

You also have the right to complain to the Information Commissioner's Office if you think that there is a problem with how we are handling your data - <http://ico.org.uk/concerns/handling>

## **Changes to our Privacy Policy**

This policy will be reviewed and recorded by members annually at the club's AGM and any changes will be posted both on our website and to our members via e-mail notification.