



Data Protection Policy

Swavesey Camera Club (SCC) ("the Society") is established with the objects set out in its governing rules, to serve the interests of its members. The Society is a data controller within the UK.

The personal information referred to in this Policy may include 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 the Society.

SCC collects and uses personal information about its members and those offering their services to the Society such as judges or lecturers, to facilitate administration, services and the general organisation of SCC and its various activities. This information includes name, address, telephone number, e-mail, membership duration, scores obtained in competitions, records of work shown at external competitions and exhibitions, and permission to use images on the SCC website. The information is shared amongst the members of its executive committee. Any person wishing to verify the information held by the Society, or to correct or update that information, may do so by applying to the club Secretary. The information is otherwise managed in line with the recommendations of the Photographic Alliance of Great Britain.

1. The SCC website:

- a. Includes contact information about the members of its executive committee and those volunteering their services. Details of the committee members are also published each year in the annual programme. Contact details of SCC officials allocated to provide particular services may be published generally.
- b. Includes an archive record of the names of those awarded by the Society.
- c. Is viewable by anyone, including the general public.
- d. Is sometimes promoted by those advertising within it, but not as a business record.
- e. Contains both editorial and marketing material and may include contact details of those submitting material for publication.

2. SCC & External Events

- a. Photographers, as the creators of images, enter SCC and other External Events either directly or via the Society.
- b. This information is held and managed subject to the general rules and conditions for SCC competition events.

4. General Business

- a. The Society may hold personal information for anyone contacting SCC, or whom SCC contacts for the purpose of conducting its general business.
- b. This information will be used to satisfy a requested service or a contractual requirement.

Data Retention

1. General business records will normally be held for a minimum of 6 years.
2. The Society may retain historical archives indefinitely, for example (but not limited to) records of meetings, handbooks, catalogues, awards and other event results.