



Rules, Regulations and Constitution

May 2020

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General

THE RUNNING OF THE CLUB –

General rules and regulations

1. Name

The organisation shall be known as "Cirencester Camera Club" (The Club)

2. Aim

The aim of the club shall be to provide an environment to assist and encourage all formats of still photography. The club shall strive to encourage the highest standards of photography by means of speakers, demonstrations and competitions, and to provide a social activity for its members.

3. Membership

Membership shall be open to anyone with an interest in any or all aspects of photography, at the discretion of the Committee. Junior member's parents / guardians must complete the relevant authorisation.

4. Affiliation

The Club shall be affiliated to the Photographic Alliance of Great Britain, through the Western Counties Photographic Federation.

5. The Financial Year

The financial year shall run from May 1st to April 30th of the following year. The normal club season of meetings will run from the beginning of September, when annual subscriptions are due, until the end of August. Members joining part way through the season will be asked to pay pro-rata.

6. Subscriptions

The Club will be principally funded by annual subscription paid by members.

The level of subscriptions will be set annually by the committee and ratified by the club members at the 'AGM'.

Junior members (18 years or younger at time of joining the club and/or in full time education) will be asked to pay a nominal £5 membership subscription.

The club offers adult family membership at 80% of individual subscription rate.

Guests may attend a meeting a maximum of twice before a 'sub' is charged.

The level of subscriptions will be set annually by the Committee and ratified by members at a General meeting,

No person can take part in a club competition or exhibition until his/her subscription are paid up to date.

MANAGEMENT

The management of the Club, its property, effects and affairs will be run by an annually elected "Executive Committee" (the Committee) consisting of

- Chair of the Committee (Club Chairman)
- Honorary Treasurer
- Honorary Secretary
- Programme Secretary

An additional minimum of three committee members to fulfil other arising roles as required.

- Competitions Secretary
- Battle Secretary
- Publicity Secretary

(See Roles and responsibilities of committee members - appendix 1).

The Chair, at his/her discretion, and in agreement with the committee, may organise a sub-committee for a specific task. This sub-committee will report its findings and recommendations to the main committee

The Committee will have the discretionary right to co-opt members on to the Committee to fulfil specific tasks outside, or additional to, the remit of the existing members.

The Committee will meet as often as required by the Chair of the Committee for effective running of the club but not less than four times during the financial year. The honorary secretary will act as vice chairman in the Chairman's absence at committee meetings.

A quorum of not less than five committee members is required to be present to form a correctly constituted committee meeting.

The tenure of any one committee member in a given post will be limited to a maximum of five consecutive years.

1. Election of Committee Members

Committee members will be elected at the Annual General Meeting. An incoming committee will take office immediately following the AGM. If a member of the committee resigns or leaves his post during the season then the remaining committee members will appoint a replacement until formally ratified at the AGM

2. Annual General Meeting

The Annual General Meeting will be held in May each year, and the designated date will be published in the annual club programme, which will be deemed to be sufficient notice for club members. Propositions for inclusion in the agenda to be in the possession of the Honorary Secretary at least 7 days before the meeting. This date will also appear in the Club's annual programme.

Only items included on the agenda will be valid for resolution at the Annual General Meeting.

The Chair may, at his/her discretion, allow discussion on items raised under Any Other Business.

Minutes from the AGM will be made available to all members within four weeks of the meeting.

3. Extraordinary general meeting (EGM)

An Extraordinary General Meeting may be called by the Committee, or at the request of 25% of the members at any time. Four weeks' notice of the agenda must be published of any such meeting and the agenda must be sent to all club members at least seven days before the meeting, (see conduct of General Meetings - appendix 2)

4. The appointment of a Club President and/or Vice Presidents

The club may at its discretion appoint a Club President and/or Vice Presidents. These are non-executive roles and are awarded to recognise service to, or patronage of, the Club. Any appointments will be made by the Club, on the recommendation of the Committee at an Annual General Meeting.

5. Honorary Life Membership

The club may at its discretion offer life membership for distinguished service to the club.

6. Voting rights

All fully paid up members of the Club will be eligible to stand for committee posts. All fully paid up members and Honorary Life members will be eligible to vote at general meetings.

7. Dissolution

The Club may be dissolved only on the consent of 75% of the members present at an Extraordinary General meeting called for that purpose. If the vote is in favour of dissolution, the meeting will appoint a liquidator and decide on the disposal of all club funds and assets - all accrued monies to be donated to a charity chosen at the discretion of the Committee

Appendix 1

ROLES AND RESPONSIBILITIES

General Rules of Committee.

The Club Committee is appointed to supervise the efficient running of the Club in the interests of the membership.

The Committee shall meet not less than four times during the financial year.

All business of the Committee will be recorded by the Hon Secretary, or his/her nominee in an appropriate manner – available to view upon request.

The Committee has the authority to recommend the annual subscription levels for membership.

Club members have the right to submit agenda items to a committee member up to 14 days in advance of an announced meeting date.

The Committee has the right to terminate the membership of any individual or individuals if it considers such action would be in the best interests of the club.

Committee posts are voluntary but members will be entitled to reimbursement of out-of-pocket expenses incurred in the execution of their duties (PAGB rates where appropriate).

1. Chair of the Committee -

Main responsibilities to be:

- To have an overall co-ordinating role at Committee activities.
 - Does not normally vote but has the casting vote in any business matters where a majority decision is not achieved.
- To represent the Club at external events e.g. visits to other organisations
- To act as host, on behalf of the Committee, at club meetings.
- To introduce any business matters, introduce visitors, votes of thanks etc.
- (In the event of the Chair not being available to host a specific meeting or occasion he/she has the responsibility to identify a deputy from within the Committee).

2. Honorary Treasurer

Main responsibilities to be:

To maintain accurate records of the financial activity i.e. income and expenditure of the club,

Specifically to:

- Handle and account for all club monies
 - Prepare interim statements of accounts for presentation at committee meetings.
 - Prepare final, scrutinised, accounts in readiness for the AGM for presentation at that meeting and for accounts to be circulated with the agenda.
 - Recommend guidelines for expenditure on the club programme.
 - Make recommendations to the committee relating to the levels of annual subscriptions.
 - Make appropriate payment arrangements to visiting speakers and judges, and for the settlement of other club expenses.
 - Liaise with the appointed scrutineer to provide an accurate annual account to the Annual General Meeting.
 - To organise banking arrangements on behalf of the Club, including to organise two signatories for all cheques
 - To maintain membership records

3. Honorary Secretary

Main responsibilities to be:

- To act as first point of contact for the Club in all external matters.
 - To maintain a written account of the activities of club meetings, i.e. committee meetings, AGM, and EGM.
 - To distribute minutes of committee meetings to all Committee Members within a reasonable timescale of the meeting and to be made available to all members upon request.
 - To make available minutes of the 'AGM' or 'EGM' to all members upon request.
 - To prepare and supervise the production and distribution of any internal communications with members as is deemed appropriate by the Committee.

4. Programme Secretary

Main responsibilities to be:

To act as a coordinator for the content, design and production of the Annual Club Programme within the overall criteria and cost guidelines agreed by the Committee.

- To create an outline programme for a following season for the Committee to discuss at an appropriate meeting.
- To have a final version of a given season's programme agreed by the Committee, available for distribution at the start of the season in September.
- To arrange for visiting speakers to attend the Club and to negotiate fees within the overall cost guide lines set by the Committee.
- To confirm arrangements with visitors prior to their planned visit to the Club sending maps, organise parking etc. as appropriate.
- To liaise with the Hon. Treasurer for payment to visitors of any fees or other charges.

5. Competition Secretary (where appointed)

Main responsibilities to be:

- To co-ordinate and maintain records of the Club's competition activities.
 - To be responsible (or through nominees) to take receipt of members' competition entries at appropriate times.
 - To be responsible for maintaining appropriate schedules, records of entries, awarded marks, placing etc.
 - To identify and arrange for visiting judges and ensure their briefing on Club Competition rules.
 - To arrange, as appropriate, the delivery of members' work to the judge for his/her assessment prior to the visit.

- To supervise presentation evenings i.e. arrange for trophies to be correctly engraved, certificates availability etc. for presentation

6. Battle Secretary (where appointed)

Main responsibilities to be:

- To arrange and co-ordinate inter-club competitions - arranging dates in co-operation with the programme and competition secretaries.
- To organise, with a small group of club members, the selection of club entries for inter-club competitions.
- To liaise with other clubs to collect entries, organise marking systems with judges and to record marks during the interclub competitions.

7. Publicity Secretary (where appointed)

Main responsibilities to be:

- To organise, create and distribute publicity material about the Club and its events as approved and agreed by the Committee.
- To organise and help manage the Clubs website and external email communications.- www.cirencestercameraclub.org.uk

8. PAGB Secretary

- To make members aware of PAGB activities.
- To update and ensure that the club Rules and Regulations conform to the latest PAGB Regulations.

Appendix 2

Annual General Meeting

The AGM, to be arranged near the end of the Club's season, after the end of the Club's financial accounting year and generally in May, is held for the benefit of all members. Its principal purpose is to allow members:

- To accept the minutes of the previous AGM.
 - To hear an annual review from the Chairman describing the Club's activities and its general "state of health".
 - To hear an annual review from the Honorary Secretary relating to administrative and membership issues.
 - To hear an annual review and presentation of accounts from the Honorary Treasurer relating to the financial health of the Club including the proposed 'Sub' Rates. Members will vote to accept the report.
 - To discuss any agenda items and vote on any resolutions requiring Club acceptance.
 - To discuss any other business of a non-binding nature which may be discussed at committee at a later date.
 - To elect the Committee members for the following year. The new appointments will take over the running of the club at the end of the AGM including a suitable handover period.

Appendix 3

Club Competitions

The club runs a number of competitions throughout the season:

- Five General Competitions.
- A number of Annual Competitions.

The General Competitions

For each of the general competitions there will be 4 classes

- Set subject prints
- Open prints
- Set subject digital projection
- Open digital projection

These will be marked by a judge from outside the club who will be invited to comment and award a 1st, 2nd, 3rd, Highly Commended and Commended awards.

Rules for General Competitions

1. Club members may enter one entry in each of the four classes i.e. 4 entries in all for any General Competition – this number can be varied by the Competitions Secretary, giving one week's notice prior to the closing date of the next competition.
2. All image Manipulation processes and techniques are eligible, provided that:
 - the image originates from a camera
 - entrants own the copyright to every element of their submissions the image, including its components,
 - the image is no older than three years on the date of submission
 - any modification of the original image must be made by the author or under his/her personal direction.
3. All entries to any General Competition should be handed to the Competitions Secretary by the date specified in the Club programme.
4. All digital images and digital images of prints entered for any competition must be available for use in inter-club competitions and for display on the club website. All prints must be available for inter-club battles and for publicity displays in Cirencester
5. The club reserves the right to maintain a catalogue of all images entered in competitions
6. A digitally projected image or print that has been awarded a 1st, 2nd, or 3rd in any class of General competition may not be entered into any Club competition again.
7. Entries cannot be submitted more than twice in any class.
8. Prints entered into competitions must have a mount size not exceeding 50cmX40cm
9. All prints must be mounted and clearly show the club member's membership number, the title of the image and the title of the competition for which they are entered.
10. Monochrome prints may have one colour added.
11. All prints must be mounted (max. 50cm x 40cm) and clearly show the author's membership number, the title of the image and the competition for which it is entered.

12. All digitally projected images must have a title and state the membership number and the competition for which it is entered.
13. A digital image of each print should be provided.
14. All images must be 1600×1200 pixels in size and in the sRGB colour space.
15. The digital filename should be in the format: Membership number, Competition, Image title, e.g. 13_A_set/open_title or 13_A_set/open_title – digitalprint. The file should be saved in the jpg format (NOT jpeg).

Rules for Annual Competitions

In addition to the Rules for General Competitions the following conditions apply:

16. In the event that fewer than three members enter for any specific competition then that competition will be cancelled for that year.
17. Members may submit one entry in any Annual Competition (unless the competition rules state otherwise).
18. Entries can only be submitted once in any specific Annual Competition.
19. Entries for competitions that feature practical night/club outing activities must have been taken during the current season.

Appendix 4

Cirencester Camera Club Policy and Working Practice Junior Members

Cirencester Camera Club (CCC) recognises the importance of encouraging young people with an interest in photography and welcomes Junior Members to the club. It is hoped that Junior Members will participate fully in the club's activities. This document sets out how CCC exercises its Duty of Care to ensure that all reasonable steps are taken to ensure the safety of Junior Members involved in club activities. It also describes what associated actions are required by CCC members and CCC Officers.

The following organisations have been consulted in the preparation of this policy:

- The Photographic Alliance of Great Britain
- Western Counties Photographic Federation

This policy takes account of the *Guidance for Safer Working Practice for Adults who Work with Children and Young People*, commissioned by the DfES.

Members should give every encouragement and assistance to Junior Members to help them develop their photography skills, and should not be discouraged from doing so by the requirements of this policy. Members should not let the rules stand in the way of sensible club interaction with junior members, providing of course, that the rules are adhered to.

Definitions

Activities are meetings, events, shoots, visits, outings or anything else that is organised by Cirencester Camera Club

Children and young people are interchangeable terms referring to children who have not yet reached their 18th birthday

DBS clearance refers to The Disclosure and Barring Service (DBS) formerly The Criminal Records Bureau (CRB) as set out in relevant legislation

Nominated Adult is someone chosen by the Junior Member's parent(s) to act *in loco parentis* and to look after the Junior Member's interests while attending Cirencester Camera Club - for example this might be a friend of the parents or a relative

Parent also includes guardian

Responsible Adult is one of the Junior Member's parents or alternatively a Nominated Adult

CCC Officers are elected CCC Committee Members

Young Member or Junior Member is a member of Cirencester Camera Club who has not yet reached his/her 18th birthday

Attendance of Young People at CCC activities

At all club activities a Junior Member must be accompanied by a Responsible Adult. This ensures that there is always someone to accompany the Junior Member with full awareness of the Junior Member's parent(s). It enables the Junior Member to participate in all club activities including those which might otherwise require DBS clearance for participating CCC members.

If the Junior Member presents him/herself at a club activity without an accompanying Responsible Adult, then regrettably the Junior Member will not be allowed to join that activity until the Responsible Adult is present. Parents and Junior Members are urged not to put CCC Officers in the position of having to deny admission to activities.

At the beginning of the season, parents may identify the Nominated Adults for that season by completing the Consent Form, and the Junior Member will be issued with a membership card which includes the names of the Nominated Adults, one of whom must be present at meetings. If a parent wishes to identify an additional Nominated Adult not previously identified at the beginning of the season, for a particular activity, the parent must complete a supplementary Consent Form. In this respect, CCC reserves the right for its Officers to request some form of Identification from an accompanying Responsible Adult at any time.

This is necessary so that it is clear to all concerned that any Nominated Adult is acting with the permission of the parent(s), and that the Nominated Adult understands the role he/she is taking. The consent form should be handed to a CCC Officer at the commencement of the season upon joining, together with the relevant membership form, and before an activity if required.

No Officer of CCC should enter into any form of agreement to act as the Nominated Adult; parents should not ask Officers to do so.

Whenever a Junior Member is present at a club activity, at the start of that activity it is the duty of the responsible CCC Officer or Member who is organising that activity or hosting the meeting, to make sure that all persons present know that a Junior Member is attending, and to advise any visiting speaker of the implications regarding the display of inappropriate material (see below).

Display of Inappropriate Material

From time to time there will be included amongst images displayed by visiting speakers or club members some images which parents might consider as inappropriate for Junior Members to view - for example an unclothed human figure. While this may be infrequent it is not always predictable.

In so far as CCC can assure, if a particular activity is known by CCC to include the presentation of such images, CCC will provide advance warning to the parents of Junior Members. Such notification, by the Programme Secretary, may be in the form of an annotation to the program or by-mail or other suitable means.

Parents must be aware that CCC will not always know in advance if such material is included in the activities and therefore CCC cannot guarantee to give advance warning. It will be the duty of the accompanying Responsible Adult to decide what to do in such circumstances.

Where Junior Members are known to be present, the responsible Officer of CCC should request the speaker to warn of unsuitable material either at the start of a presentation or at any time before the image is shown. It shall be the responsibility of the parent or Nominated Adult to advise the speaker if they do not wish the Junior Member to view the images and to escort the Junior Member elsewhere whilst the images are shown.

General behaviour

Junior Members should be treated as ordinary members and encouraged to participate in all activities.

Members should always act, and be seen to act, in the Junior Member's best interests and should avoid any conduct which would lead a reasonable person to question their motivation and intentions

Members should not send individual messages to a Junior Member via internet or web-based communication or social network channels such as Facebook.

All normal CCC correspondence by-mail should be sent to the parent(s) of the Junior Member as well as the Junior Member, unless the parent(s) have elected to have all mail sent to them (the parent) only.

Members should not normally give their personal contact details to Junior Members, including their mobile telephone number, details of any blogs and personal websites, except in the circumstances necessary for the organisation of CCC activities in which the Junior Member is participating, and then only with the knowledge of the Junior Member's parent(s).

Photography and Junior Members

This is a camera club and so we are going to be taking pictures. However, we must have due regard for the privacy of Junior Members. The situations where CCC members may be in a position to make an image of a Junior Member fall into two categories:

A Portrait Evening or Workshop: In this situation the purpose is to take pictures of people in a controlled environment. A Junior Member should only be the sitting subject of a portrait shoot if prior parental permission has been granted. Unless agreed otherwise, images may be used for CCC competitions, but may not be used or published in any other form without a formal model release form.

Club outings/shoots: On club shoots and outings it is common practice for one member to take a photograph of another. However, members should avoid making images of Junior Members in one to one situation or which show a single Junior Member with no surrounding context. Members must always ensure they have parental permission to take and/or display such photographs.

Members should not take images 'in secret' or take images in situations that may be construed as being secretive.

If there is a problem

As an organisation that may deal with young people CCC is obliged to make it clear what to do if there are child protection or welfare concerns, regardless of the likelihood.

In the unlikely event that there are concerns by a CCC member or a parent of a Young Person or a Nominated Adult, in the first place they should contact the CCC Membership Secretary or the CCC Chairman or another Officer of CCC.

It is the duty of all Members to report any Junior Member child protection or welfare concerns to a CCC Officer and/or report any concerns to the local social care office.

Concerns about a Junior Member suffering harm, neglect or abuse, should be reported to Gloucestershire County Council Children and Families Help Desk on 01452 426565 (during office hours); concerns about the immediate safety of a child should be reported to the Police on 101 at any time.

Finally, if there is an accident or emergency involving the Junior Member, while CCC Members and Officers will obviously give any necessary assistance, it is the final responsibility of the Nominated Adult to make decisions affecting the Junior Member, if a parent is not present.

Documentation

The relevant documentation applicable to Junior Members is as follows:

This Document - Cirencester Camera Club Policy and Working Practice for Junior Members

Junior Membership Application and Annual Renewal Form. To be completed when the Junior Member joins or renews his/her membership at the start of the season (first meeting in September). This form must be signed by a parent or guardian.

Junior Membership Consent Form which must be signed by a parent or guardian, and is to be completed when:

- the Junior Member first joins Cirencester Camera Club
- the Junior Member renews his/her membership at the start of the season (first meeting in September)
- if the parent wishes to nominate a new Nominated Adult during the season, in which case a supplementary Junior Membership Consent Form will be required

Appendix 5

Cirencester Camera Club

www.cirencestercameraclub.org.uk

Junior Membership Application and Annual Renewal Form 20__-20__ Season

Please complete the form in block capitals, sign and return it together with your subscription to the Club Treasurer before the end of September 20__.

Parent/Guardian* Personal details ('delete as applicable)

NAME

.....

ADDRESS POST CODE

PHONE (HOME) E-MAIL
(To enable parents to be copied with club correspondence)

PHONE (MOBILE - OPTIONAL)

.....

OTHER PARENT'S NAME (if applicable)

.....

Junior Member details (for members under the age of 18)

NAME

ADDRESS POST CODE

E-MAIL

(Write "NONE" if all club correspondence to be only via parent)

Membership - to be completed by parent or guardian as appropriate.

I enclose cash/cheque to the value of £__ as payment for annual family* membership of Cirencester Camera Club (CCC) for the above season. I have read the CCC document "Policy and Working Practice, Junior Members". I understand that no Officers of CCC will assume a role of "loco parentis" and I undertake that the above Junior Member will always be accompanied by me, another parent as identified above+, or someone nominated by me as being in loco parentis.

CCC reserves the right to request Identification from parents and/or Nominated Adults as and when deemed necessary. For the purposes of the Data Protection Act I note that the information I have provided will be held on computer. By signing below, I confirm my consent to all the above.

SIGNED..... DATE

**Family Membership entitles one Junior Member (under 18) to membership of CCC together with one accompanying parent or guardian. Either parent may accompany the Junior Member. Alternatively, someone else 18 years or older acting in loco parentis may accompany the Junior Member provided that a CCC "Junior Member Consent Form" has been duly completed and signed by the same parent/guardian who has signed this form.*

Appendix 6

Cirencester Camera Club

www.Cirencestercameraclub.org.uk

Junior Membership Consent Form (for Nominated Adults)

The club wishes to encourage membership and participation by young people interested in photography, and Junior Members will always be welcome. In order to enable this to go smoothly and bearing in mind the situation that clubs find themselves in these days, it is necessary to formalise arrangements for friends or relatives to accompany Junior Members to club meetings and events.

Please complete this form in BLOCK CAPITALS and hand it to a club committee member **at the beginning of the season**. The form must be signed by the parent/guardian who signed the Junior Membership Application and Annual Renewal Form **AND** the person who is to act in loco parentis, referred to in our policy as a Nominated Adult.

If you need to tell us about an additional Nominated Adult part way through the season or for a specific meeting, please complete another form and hand it to a club committee member on arrival at the club event/meeting for which it is applicable.

Junior Member full name

.....

Season beginning on*/the meeting or event to be held on" ('-delete as applicable)

DATE

If applicable, **from now on**, the Nominated Adult below replaces NAME .

.....

Parent/Guardian* Personal details (*-delete as applicable)

NAME

ADDRESS

CONTACT PHONE NUMBER at time of club meetings/event

POST CODE

Nominated Adult to act in loco parentis for the above Junior Member

NAMERELATIONSHIP to Junior Member.....

ADDRESS POST CODE

Undertaking by Nominated Adult acting in loco parentis

A Parent, or a Nominated Adult acting "in loco parentis", must always be present that a Junior Member is present at a club meeting or event. By agreeing to act in loco parentis I undertake to comply with the above and have considered what I would do in an emergency.

SIGNED DATE

Consent by parent/guardian

The term 'in loco parentis' includes consent to medical attention and treatment being given to a child by a duly authorised medical practitioner as may be necessary on taking qualified medical advice. As Parent/Guardian of the Junior Member above, I hereby give my consent for the above Nominate Person to act in loco parentis.

SIGNED DATE

Appendix 7

Data Protection Policy

Cirencester Camera Club

Summary

The Club complies with the Data Protection Act 1998. Under the Act, the Club is a data controller exempt from notification.

The Club collects and holds personal information about members. This includes name, address, telephone, e-mail, membership duration, scores obtained in competitions, records of work shown at external competitions, and permission to use images on the web site. Any member wishing to verify the personal information held by the Club should apply to the Secretary.

Personal contact details are used only for the administration of the Club, and are distributed only to Committee members, and to others approved by the Committee for specific purposes.

Contact details may be held about prospective members while they decide whether to join.

Contact details are held about previous members for 1 year.

A. Introduction

- 1) This is a statement of the data protection policy adopted by The Cirencester Camera Club ("CCC")
- 2) Responsibility for updating and dissemination of the policy rests with the committee. The policy is subject to periodic review to reflect for example, changes to legislation.
- 3) All CCC members, officers and committee members are expected to apply the policy and to seek advice when required.
- 4) The Data Protection Act 1998 ("the Act") regulates the processing of information relating to individuals; this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes. For the sake of clarity, CCC's policy applies to personal information supplied to CCC by its members.
- 5) CCC will hold the minimum personal information necessary to enable it to perform its functions, which include the communication of news and announcements to members about the business of CCC.
- 6) All such personal information is confidential and will be treated with care, to comply with the law.
- 7) Provision of personal information by members to CCC for use in accordance with this policy is a condition of membership.
- 8) Principles

Data users must comply with the Data Protection principles of good practice which underpin the Act. These state that personal data shall be:

- a) obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use)
 - b) held only for specified purposes
 - c) adequate, relevant but not excessive
 - d) accurate and kept up to date
 - e) held for no longer than necessary
 - f) accessible to data subjects
 - g) subject to the appropriate security measures
 - h) not transferred outside CCC.
- 9) CCC and all members who process or use personal data must ensure that they always abide by these principles. This policy and the operational data protection procedures have been developed to ensure this happens.
 - 10) CCC will create and maintain a set of data protection operational procedures in line with these principles and all members and officers will always adhere to them.
 - 11) Details of the authorized data will be specified by CCC and will be available to the Information Commissioner for approval if required.
 - 12) CCC will keep some forms of information longer than others in line with Financial, Legal or Archival requirements.

B. Responsibilities of CCC officers and members who process or use personal data

All officers and members are responsible for ensuring that:

- 1) Any personal data they hold, whether in electronic or paper format, is kept securely.
- 2) Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.
- 3) They only hold data in accordance with the operational procedures and must not create any additional unauthorized copies of the data.

C. Data Security

A Data Protection Officer will be appointed by CCC. It is the responsibility of the Data Protection Officer to:

- 1) Assess the understanding by CCC, of the obligations of CCC under the Data Protection Act
- 2) Be aware of CCC's current compliance status
- 3) Identify and monitor problem areas and risks and recommend solutions to the committee
- 4) Promote clear and effective procedures and offer guidance to members on data protection issues.

- 5) It is NOT the responsibility of the Data Protection Officer to apply the provisions of the Data Protection Act. This is the responsibility of the individual collectors, keepers and users of personal data. Therefore, members are required to be aware of the provisions of the Data Protection Act 1998, such as keeping records up to date and accurate and keeping data secure.

D. Access to Data Requests

- 1) Members past and present have the right to access personal data that is being kept about them insofar as it falls within the scope of the 1998 Act.
- 2) Any person wishing to exercise this right should make their request in writing to the Hon Secretary of CCC.
- 3) CCC aims to comply with a request for access to personal information as quickly as possible. CCC does not need to comply with a request where it has received an identical or similar request from the same individual unless a reasonable interval has elapsed between compliance with the original request and the current request.