

Data Protection Policy

Cirencester Camera Club

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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.