

The Melbourn & District Photographic Club personal data policy

The Melbourn & District Photographic Club is fully compliant with the EU General Data Protection Regulations (GDPR) legislation incorporated into UK law by the Data Protection Act 2018 (DPA18).

GDPR Article 5(1) gives the principles in detail, but they can be summarised as follows:

- The Club may only collect personal data relevant for lawful purposes, that is sufficient and adequate, is not excessive, and is kept accurate and up to date.
- Personal data must be destroyed when it is no longer relevant or required.
- The Club must keep personal data secure, but also available for the relevant purposes.
- The Club must respect the rights of data subjects, including the right of access.

What data is collected, when is it collected and why is it collected?

The Club Secretary is responsible for managing GDPR on behalf of the Club. Personal data is collected from members at the time they enrol for membership via a hand-written form and. The data / information currently collected, and the reason it is collected, is detailed below (please note, pre-2018 application forms would have included the same ID / address / phone / email data but may have requested less 'soft' information than that listed below).

Data / Information Requested	Reason for request
First Name / Surname	Primary means of identification
Address	For written contact if electronic communication fails Gives an insight into geographic location of members and the reach of our membership
Home phone / mobile phone	For urgent verbal communication, e.g. communicating a change of plan relating to external / summer event on the day
Email	For personal email communication and for inclusion in the master distribution list (DL) for communication of Club business to all members Note that master DL is always 'blind copied' so that your personal email address is not visible to all recipients

Type of membership (Regular, Over 65, Family, Student)	<p>Required by the Treasurer to request the correct annual membership fee which is different for each category</p> <p>Provides demographic information on club membership and how this is changing over time</p>
Are you new to Club Photography?	<p>Gives an insight as to whether new members are motivated by being new to club photography or moving from an existing club</p> <p>If the latter, we do not request any info about previous club membership(s)</p>
Current camera?	<p>Gives an insight into the experience / hardware of new members and enables effective knowledge transfer from experienced brand camera users to less experienced same-brand users</p> <p>Helps plan Club events that include a hands-on camera component</p>
Current level of digital photography proficiency (beginner, Occasional User, Experienced)	Gives an insight into the 'image capture' experience of new members and helps plan programme events that require the dissemination of knowledge from more experienced members to those less experienced
Editing software used (if any)?	Gives an insight into the nature and level of 'photo-editing' expertise of new members and helps plan programme events that require the dissemination of knowledge from more experienced members to those less experienced
Main photographic interests?	Helps plan events / lectures that meet the needs of members
What area of your photography would you most like to develop?	Helps plan Club evening events that meet the needs of members
How did you hear about our club?	Gives an insight into the external awareness of the Club via local village newsletters vs word-of-mouth vs web search engine etc

Where is personal data stored, and who has access to it?

- Once you have formally joined the Club, the personal data you have submitted on the form is given to the Club Secretary. He / she will then enter all the data into a master spreadsheet. Additionally, the Club Secretary will add your email address to the Club master email distribution list (DL) and, for accounting purposes, will add your name

and type of membership (only) into the weekly Club attendance spreadsheet. This is used by the Club Treasurer to record your annual attendance fee payment and your weekly attendance / payment record during the season.

- These three documents are encrypted, password protected and stored in the Club Secretary's Dropbox account. This means there is only a single 'master copy' of each document available to the Executive Committee which avoids the proliferation of multiple copies that could be out of date.
- All spreadsheets / distribution lists are regularly updated by the Club Secretary and are only accessible to the Club Executive Committee. They are not reproduced on the Club website, nor any other website, and are never made available to any external agency / marketing organisation. The Executive Committee understand that any email communication using the Club DL must be made via 'blind copy' so that any individual's email address is not visible to any other club / external recipient.
- From time to time the Club committee / members are contacted by external marketing organisations (e.g. safari / nature photo-shoot holidays, software / camera / printer / paper etc vendors) requesting that their commercial offering is cascaded to the Club membership via email. Compliance with GDPR dictates that such access is denied so that personal data obtained by the Club is not used for the commercial gain of external agencies. However, any non-profit external activity (e.g. EAF Club events) can and will be cascaded to the Club membership at the discretion of the committee. The committee has also agreed that personal photo-related items for sale / gifting from Club members only, may be advertised via the Club DL (via a committee member) to the whole membership.
- The Club website does not use cookies that monitor / record aspects of visitor activity.

What are your personal data rights / responsibilities as a Club member?

- While a Club member, it is your responsibility to ensure that any change of personal data (especially email address) is communicated to the Club Secretary. Failure to do so may mean that you are not included in the Club master DL and will not be aware of Club activities.
- If you decide to leave the Club, even for only one season, you must inform the Club Secretary. He / she will then delete all your personal data from all Club spreadsheets / records in compliance with GDPR.
- In compliance with GDPR, you have a right to see what personal data the Club holds on you. Any requests should be made directly to the Club Secretary who will respond within 48h unless he / she is away, in which case a response will be made on their return.

Peter North (Club Secretary)
Sept 2018