

LITTLEHAMPTON & DISTRICT CAMERA CLUB

Friendly photography

DATA PRIVACY NOTICE & TERMS AND CONDITIONS FOR LDCC CLUB MEMBERSHIP

1 WHO WE ARE

When we say 'we' or 'us' in this notice, we're referring to the Littlehampton & District Camera Club (LDCC), originally established on 25th October 1945 as the Arundel Camera Club with the object of promoting the study and practice of photography.

2 PERSONAL INFORMATION THAT WE COLLECT FROM AND ABOUT MEMBERS

We collect the following personal information from and about Members:

- Name
- Postal address
- Email address
- Telephone number/s
- Date Joined
- Membership Type
- Membership fees paid
- Photographic distinctions/qualifications
- Records of entries for internal and external competitions
- Any other information that may be necessary for the effective management of the legitimate interests of LDCC

Personal Information for new Members is collected via the membership application form where the applicant is required to give their informed consent for it to be collected and stored.

Existing Members effectively provide their consent for personal information to be collected and stored when they pay their annual Membership fees.

Data about members is also collected during the course of the annual Club season.

3 HOW WE USE YOUR PERSONAL INFORMATION

The personal information that we collect about you will be used to keep you updated about your membership, events, updates, renewals, and to otherwise enable us to administer your membership and the operations of the Club.

From time to time, the Club Secretary may also send you emails from selected third parties advertising photographic services and/or events.

In addition to the above, selected images provided by Members may be published on the LDCC Website, to represent LDCC in external competitions or used for publicity purposes to promote LDCC. Publicity could include but is not limited to articles in newspapers or magazines and posts on Social Media such as Facebook, Instagram, etc.

4 OUR LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

Whenever we process your personal information we have to have something called a 'legal basis' for what we do. The ones that we rely on are:

- **Consent:** You have told us you are happy for us to process your personal information for a specific purpose;
- **Legitimate interests:** The processing is necessary for us to conduct our business, but not where our interests are overridden by your interests or rights;
- **Legal claims:** The processing of your personal information is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

5 WHO MIGHT WE SHARE YOUR PERSONAL INFORMATION WITH?

We will not share your data with anyone outside the Club Committee and Co-opted Members, except as follows:

- when required by Law
- with our Insurance Company in the event of an insurance claim
- when a Member's image is used to represent the Club in an external competition – in this case, the name of the image's creator plus any distinctions may be given, but not any contact details or other information.

We will not attach your full name to any images, without your permission. However, we may use your initials.

6 YOUR RIGHTS

You have a number of rights under data protection legislation which, in certain circumstances, you may be able to exercise in relation to the personal information we process about you.

These include:

- The right to access a copy of the personal information we hold about you
- The right to correction of inaccurate personal information we hold about you

If you are seeking to exercise any of these rights, please contact us using the details in the "Contact Us" section below.

7 HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION FOR?

We will keep your personal information for the purposes set out in this privacy policy and in accordance with the law and relevant regulations. We need your personal data so long as you are a member of LDCC and we will never retain your personal information for longer than is necessary. Your images will be used for external competitions only while you remain a member of LDCC.

However, images belonging to you which have been published on the LDCC website will only be removed if you specifically request this when you end your membership of LDCC. If you wish to do this, please contact us using the details in the “Contact Us” section below.

8 TERMS AND CONDITIONS FOR LDCC CLUB MEMBERSHIP

When you apply to join LDCC, you are agreeing to

- Pay the required membership fee
- Abide by the Club Rules and support the Club’s constitution and objectives
- Notify LDCC of any change of address or contact details
- Receive emails from time to time concerning club activities and other photographic events and services

You are also agreeing to the information that you have provided being used for the benefit of the Club and being stored on any computer, or recording system they may use to run the Club efficiently.

You also have the option to request that your full name is not displayed next to any of your images on the LDCC website. If you request that your full name is not displayed, the image will still be published but we will use your initials.

Once the required membership fee has been paid, you will remain a member until the day before the start of the next season. Club seasons usually start in the middle of September with the last meeting taking place at the end of April or beginning of May.

If you do not pay the membership fee in September, your membership of LDCC will lapse. We normally retain contact details in the event that you wish to re-join LDCC. However, if you want any personal information that we hold to be deleted immediately when your membership ends, please contact us using the details in the “Contact Us” section below.

Please note that images belonging to you which have been published on the LDCC website will only be removed if you specifically request this when your LDCC membership lapses or ends. If you wish to do this, please contact us using the details in the “Contact Us” section below.

Please also note that if we use any of your images to represent LDCC in external competitions, there is a possibility that the external organisation may have published the images on their own websites or publications. We are unable to process any requests for removal of images from external websites.

9 CONTACT US

If you would like to exercise one of your rights as set out in the “Your rights” section above, or you have a question or a complaint about this policy, or the way your personal information is processed, please contact the LDCC Club Secretary by email – the email address is:

clubsec@littlehamptoncameraclub.com

You also have the right to lodge a complaint with the UK regulator, the Information Commissioner. Go to ico.org.uk/concerns to find out more.

10 POLICY CHANGE

This document was most recently updated on 14 September 2020. If we make changes to it, then we will take appropriate steps to bring those changes to your attention.