



**Tring & District**  
**CAMERA CLUB**

## **Tring & District Camera Club**

### **Privacy and Data Protection Policy**

Tring & District Camera Club (TDCC) has aims that are set out in our constitution, which is available to view on our website.

In our activity, we collect information about our members that includes personal data such as name & contact details. When we collect the information, we always say what purpose it is for, gather the minimum needed to achieve the purpose and we use the information in a lawful and fair manner.

The Committee of TDCC acts as Data Controller and appoints a member of the Committee to act as its Data Protection Officer, to oversee measures to protect the information and ensure adequate training.

Wherever possible we collect personal information directly from the individual concerned and review it at appropriate intervals to ensure it is accurate and as up to date as possible. Where information is no longer relevant to the management of the Club (usually 3 years), we delete it from our records, unless by law we are required to keep such data. Data may though be retained as an historical archive, related but not limited to:- records of committee meetings, awards and other event results.

We may share information with a partner or supplier with whom we are arranging activities or events but this will normally be simply name and any personal requirements. Your data will never be sold or disclosed for external marketing purposes.

At all times, individuals may have access without charge to a copy of their personal information by application to the Data Protection Officer and they have the right to ask for any details to be amended or deleted.

All information is held in secure locations by designated members of the committee.

Where the secure location is a computer device, the information will be protected by recognised security measures, including password protection.

Data users authorised by the Committee may share data using network / cloud based systems with appropriate security.

The Data Protection Officer will provide training to information users, relevant to their need and will review all aspects of data privacy protection at least annually, with the Committee, to ensure compliance with the law and evolving good practice.

If you wish to exercise any of your rights under the General Data Protection Regulation 2018 (GDPR), and any subsequent UK Legislation into which GDPR is subsumed, with regard to your personal information, please email the Data Protection Officer at the address below, who will respond within 21 days.

You have the right to take any complaints about how we process your personal data to the Information Commissioner.

**Approved by the TDCC Committee 30<sup>th</sup> April 2018**

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**The role of Data Protection Officer is part of the role of the Secretary to the Committee:**

[Secretary@tringcameraclub.co.uk](mailto:Secretary@tringcameraclub.co.uk)

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[www.tringcameraclub.co.uk](http://www.tringcameraclub.co.uk)