



## Bracknell Camera Club Privacy Policy Version 1.9

The latest version of this Policy as indicated by its version number replaces all previous versions of the policy.

This document will be reviewed by designated members of the Club Committee prior to the Annual General Meeting, or as deemed necessary due to changes in privacy law.

This version was reviewed before the June 2021 AGM.

### **Member's Personal Information**

At the start of each season the Club asks Members to provide the following information along with their annual subscription and agree to the retention of this information subject to this Policy.

This information will not be made available or distributed by the Club except where permission is explicitly given by an individual Member.

Name

Address

Email address

Landline phone number

Mobile phone number

Photographic Distinctions/Qualifications

This information is collected by the Club's Membership Secretary (MEMSEC) and stored in a spreadsheet in the Club's secure Cloud storage.

The MEMSEC is the only Club Committee member (CLUBCOMM) who can make changes to this information.

This is the only location that this information is stored.

## How Does the Club use this information?

The CLUBCOMM maybe asked by photographic bodies or other photographic clubs to confirm membership, for example. Answering such queries will be at the discretion of the CLUBCHAIR and noted in subsequent CLUBCOMM Minutes.

### **Name:**

Used for Club membership cards, badges, and face-to-face meeting check-in sheets.

### **Address:**

Retained in case of CLUBCOMM members being too unable to contact Members via email or by phone numbers.

### **Email address:**

The Club Chairman (CLUBCHAIR) uses the email to send each member the Club's weekly email newsletter (referred to as the 'Parish Notes'), a regular summary of information for individual members.

The Internal Competition Secretary (INTCOMPSEC) uses the email to register Members for the Club's automated competition image loading software.

The External Competition Secretary (EXTCOMPSEC) uses the email to contact Members regarding any issues regarding using their images for External Competitions.

The Club Website Administrator (WEBADMIN) uses the email to validate access by individual members to the private Members' Only area of the Club website.

Any CLUBCOMM Member using these email addresses to contact multiple Members is expected to use the Blind Copy options on their systems.

These email address will not be made available to anyone outside of the CLUBCOMM without a Member's explicit approval.

### **Mobile phone number and Landline:**

Members of the CLUBCOMM will use these numbers to contact Club Members for Club related matters or, where appropriate, for personal contact.

These phone numbers may be retained on CLUBCOMM Members' personal phones or contact databases for their future use.

These phone numbers will not be made available to anyone outside of the CLUBCOMM without a Member's explicit approval.

### **Photographic Distinctions/Qualifications:**

The CLUBCOMM may use a Member's distinctions or qualifications to determine which internal competition league a member may be placed in. This will be determined by the published Competition Rules as defined by INTCOMPSEC.

EXTCOMPSEC will use them to determine whether a Member's images are eligible for entry into some external competitions.

## **Members' Images Submitted for Internal Competitions**

Members of the Club can at their discretion enter the Club's internal competitions as outlined in the Club Programme. The Rules for the management of these competitions are documented on the Club website and are provided by INTCOMPSEC.

In entering these competitions Members agree to the retention and use of their images by the Club as outlined in this Policy for both digital images and for prints.

Images that are submitted for competitions by Members, may be displayed via the systems outlined in the Competition Rules maintained by INTCOMPSEC. Members can opt out of their images being used for External Competitions or being displayed on the Club website or in social media streams.

All copyright and responsibility for the submitted images is retained by the individual Club Members. Club Members may choose to delete image metadata, such as location, provided this does not contravene a competition's published rules as published previously by the INTCOMPSEC.

The Club stores submitted images without alteration in the Club's secure Cloud storage.

Images that are given permission to be displayed on the Club website or in social media streams will have their pixel size reduced at the discretion of the WEBADMIN.

The CLUBCOMM might be asked by photographic bodies or other photographic clubs to confirm that images have been judged at the Club previously, answering such queries will be at the discretion of the CLUBCHAIR and noted in subsequent CLUBCOMM Minutes.

The long-term storage of submitted images is at the discretion of the CLUBCOMM.

## **External Use of Images Submitted by Members to the Club**

The INTCOMPSEC may send images to external judges for their review and comment. When asked to judge competitions the external judges will have been asked to use the images solely for the purposes of review for the competition and to delete all the images from their systems once the competition is completed.

"The EXTCOMPSEC will select images for use in external competitions with the help of 'selection committee members' as appropriate. In some cases, EXTCOMPSEC may recommend modifications that are allowed under external competition rules to improve images to represent the Club. If those edits are minor (e.g. adding a stroke on a digital image, removing spots) this may be done by EXTCOMPSEC without consulting the author; however, more significant edits will only be made after discussion with the author. Copies of the original image will always be retained."

The EXTCOMPSEC will send images to external judges, other clubs or photographic organisations to enter competitions. Under the competition rules prevailing the Club expects these other parties to manage the handling of these images appropriately.

## **Club Special Interest Groups (SIGs)**

Club Members might decide to share their personal contact details and join one of the Club's SIGs. The designated organiser of the SIG will be expected to retain email addresses and, if required phone numbers of SIG Members.

This information will not be disclosed outside of the Club except with the explicit permission of a Member.

These phone numbers may be retained on the SIG organiser's personal phones or contact databases for future use related to the SIG or for other personal use.

SIG organisers using these email addresses to contact multiple Members are required to use the Blind Copy options on their systems to communicate with the SIG group members.

## **Information retained about Former-Members**

### **Personal Information:**

The Club will retain the personal information and images outlined above for Former-Members in the Club's secure Cloud storage at the discretion of the CLUBCOMM unless deletion is requested by a Former-Member.

The CLUBCHAIR at their discretion may send out versions of the Club's Parish Notes to Former-Members. This, for example, could be announcements of upcoming meetings or for obituaries of Members. The email system used for these communications will allow for Former-Members to Unsubscribe and to stop receiving subsequent emails.

The CLUBCOMM maybe asked by photographic bodies to confirm prior membership and answering such queries will be at the discretion of the CLUBCHAIR and noted in subsequent CLUBCOMM Minutes.

### **Images:**

The long-term storage of submitted images is at the discretion of the CLUBCOMM unless deletion is requested by a Former-Member.

Former-Members' images will not be used in subsequent external competitions or newly displayed on the Club website, social media streams or Club advertising material.

Images displayed on the Club website or in social media streams when a Former-Member was a member will not be removed unless explicitly requested.

The CLUBCOMM maybe asked by photographic bodies or other photographic clubs to confirm that images submitted by Former-members have been judged at the Club previously; answering such queries will be at the discretion of the CLUBCHAIR and noted in subsequent CLUBCOMM Minutes.

#END of POLICY#