



Data Protection Policy

Crawley Camera Club (CCC or the "Club") is established as set out in its Constitution to serve the interests of its members. CCC is a data controller within the UK.

The personal information referred to in this Policy may include name, distinctions, contact details (including postal address, telephone details, email address), membership and service records, records of entries to competitions/events, images of the member themselves, and such other information as may be necessary for the effective management of the legitimate interests of CCC.

Any person wishing to verify the information held by CCC, or wanting to correct or update that information, may apply to the Membership Secretary (contact details on the Club's website www.crawleycameraclub.co.uk).

CCC collects and uses personal information for several purposes:

1. General Business

- CCC may hold personal information for current and past members of the Club, anyone contacting CCC or the CCC contacts (including but not limited to visitors to the Club's premises or meetings/events) for the purpose of conducting its general business.
- This information is used to satisfy a membership or contractual requirement, or to service a request. This includes regular electronic distribution of news to members.

2. Club publications

- CCC publishes news, images, editorial and marketing material online (for example but not limited to the web site, Twitter, Instagram, Flickr), electronically and in hardcopy, and may include members' names/distinctions relating to image and material rights.
- Images and editorials published online are viewable by anyone.
- Members may voluntarily subscribe to a separate members' email group which enables members to share email messages.

3. Events involving other organisations

- Images created by members may be submitted to exhibitions, competitions and other events involving other similar clubs and organisations.
- Members' names/distinctions may be attributed to these images as part of the requirements for submitting entries or other identification purposes.

Data Retention

1. General business records will normally be held for a minimum of seven years.
2. CCC may retain historical archives indefinitely, for example but not limited to, records of meetings including images of attendees, images created by members and catalogues, awards and other event results.