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## DATA PROTECTION POLICY: PRIVACY NOTICE

### Background Principles:

The General Data Protection Regulations (GDPR) can be summarised as follows:

- The controller may only collect personal data relevant for lawful purposes, and where the data 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 controller must keep personal data secure, but also available for the relevant purposes.
- The controller must respect the rights of data subjects, including the right of access.

As a Club we are required to prepare and publish a Data Protection Policy containing an adequate description of what personal data will be collected and for what purposes. We're also required to review and document our compliance with this policy as an ongoing process.

### Peebles Camera Club (PCC) Privacy Notice:

The Club will only collect and store Members names and email addresses to enable the circulation of programme and activity news details plus items of legitimate interest.

All communications to the members will be by email and be sent Blind to ensure that no contact details can be seen by other recipients. Communications will be sent from the Club Secretary who can be contacted at: [peeblesccsecretary@gmail.com](mailto:peeblesccsecretary@gmail.com). Competition submissions etc. will be to the Competition Secretary at: [pcccompetitions@gmail.com](mailto:pcccompetitions@gmail.com) who may respond directly. All competition submissions will be forwarded to third party judges with only the member's membership number by the way of identification. Digital images sent to the club may be published on the club website and local media with the member's name.

However, given the nature of the Club's business activities, the Committee Members will communicate between each other using the subjects direct contact email address. Volunteer officials / committee members will ensure that they maintain a separation between controlled and the domestic use of personal data.

Personal details will be retained and used only while the person maintains direct contact with the club and has given consent to receive communications.

Data Subjects are entitled to have access to their personal data held by the Club's Data Controller. Members should also advise of any changes or updates to their personal data as soon as practical. If members do not wish to receive electronic communications, they should contact the PCC Secretary directly to make the necessary arrangements.

The PCC will NOT make their membership contact information available for electronic marketing and we will refuse to cascade marketing material to members by electronic messages.

Should members have any specific questions or require any further clarification, please contact the PCC Secretary at: [peeblesccsecretary@gmail.com](mailto:peeblesccsecretary@gmail.com).