

Ilkley Camera Club - Data Protection Policy

Where mentioned, 'the Club' refers to Ilkley Camera Club.

The Objects of the Club are defined in the Club rules to be to promote the Art of Photography by mutual assistance, demonstrations, lectures, excursions and any other methods conducive to its advancement.

1. The collection and purposes of data

The personal information referred to in this policy may include name, photographic distinctions, contact details, membership number, records of entries to competitions, type of membership, age or date of birth or student status where relevant to the membership category, payment of membership subscriptions and such other information as may be necessary for the effective management and running of the Club.

The Club collects data and uses data as follows:

a. Member details

For the essential running of the Club contact details of its members are held and accessed by the Committee. The Club will consider full contact information to be a member's home address, telephone number and email address.

b. Committee contact details

Members will be provided with the names and limited contact details of committee members. Members can use these if they need to ask questions of a committee member.

c. Images

The Club will retain copies of digital images submitted to internal Club competitions and to external competitions where the Club's upload website is used.

Images for internal competitions are retained for Club use e.g. to display the work of the Club on its website and to facilitate the slideshow at the end of season awards. Members can see which of their own images have been retained by logging into the Club's upload website.

Images for external competitions, run by the Yorkshire Photographic Union (YPU) or Photographic Alliance of Great Britain (PAGB) in which the Club enters on behalf of members, will be retained to allow the competitions secretaries to check that the images have not been entered in previous years.

The Club may retain other digital images submitted by members for use in exhibitions or publicity. The names of authors of images used in competitions, exhibitions and publicity may be published.

d. Newsletters

Members' names and email address (not addresses or phone numbers) are stored on a third party secure mailing system owned by MailChimp to allow for the production of email newsletters to members notifying of Club events and other photographic news. MailChimp's servers are located in the United States, but because MailChimp certifies to the Privacy Shield framework, they can lawfully receive data from within the European Economic Area.

MailChimp may also store IP address and information showing whether members opened emails or clicked on certain links within them. This information helps the Club understand what the members find useful in order to improve the content. Depending on the set-up of members' own email programs they can withhold this information, but the Club cannot provide support for this.

e. External competitions

If members choose to enter the YPU Annual Exhibition the Club will pass their email address to the YPU. The YPU will not use this for contacting members about general matters; only for specific queries relating to their entry in the Exhibition.

The Club also enters images into other competitions on behalf of the Club and its members. In these cases normally only names and images are passed on. If the competition rules require additional information, this will be stated to members at the entry stage.

f. General business

The Club may hold the personal information of anyone contacting the Club, or whom the Club contacts for the purpose of conducting its business.

Contact details for potential members who have previously made contact in person will only be held for as long as is reasonably needed for them to decide to join or not. If a potential member does not join, their name, email address and phone number will be removed from Club systems.

g. Zoom recordings

The club records Zoom meetings for competitions and external lecturers providing the judge/lecturer has given permission. These meetings are recorded for the purpose of being viewed by members who couldn't attend the meeting.

When a recording starts, all members present are notified with a pop-up message that they can accept or decline. If they decline they will be logged out of the meeting. The recording will consist mainly of the lecturer's shared screen and a small window showing the view from their camera. If a member has their camera and microphone on it is possible that they will be recorded if they ask a question or there is background noise. To avoid being accidentally recorded, we recommend any concerned members turn off their microphone and camera for the duration of the recording. The gallery view of all members is not recorded.

Zoom recordings are retained for around two weeks after the event. The exact time depends on how much storage space the recordings take up on Zoom's servers. Members can only view recordings if they ask for the link and a password. Members cannot download the recordings.

2. Data retention and availability

Members details will be retained by the Club until membership ceases i.e. a member does not pay to renew membership within the period allowed by the Club. Contact details will be deleted from the newsletter system and from copies of details held by the committee, but the name will be kept for historical purposes alongside the membership number.

The Club will retain records of all meetings, events, awards, competition results and financial transactions indefinitely. This includes images entered in competitions. The Club does not hold details of members bank accounts or credit/debit cards.

Individual contact details will not be made available to third parties except as provided in this Policy.

The committee will not pass the details of a non-committee member onto another non-committee member unless the owner of those details gives permission or the details are to allow a non-committee member to carry out a specific task on behalf of the Club.

The club will not pass on names and email addresses of members to online video conferencing platforms or social media websites. This includes but is not limited to email; social media channels (such as Facebook, Twitter, YouTube, Instagram, Flickr, WhatsApp, TikTok, LinkedIn); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts and Zoom. Invitations for online events will be sent from MailChimp.

The Club is allowed to process personal data because members consent to the Club doing so. Members have the right to withdraw consent at any time by contacting the Data Controller. Please note that this could result in the member no longer receiving notifications of Club events.

The Treasurer is the Data Controller, and can be contacted via the Club Secretary at club.secretary@ilkleycameraclub.co.uk.

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