

# Data Protection

The Club is not covered by the requirements of the Data Protection Act. We do, however, have certain responsibilities and there are some obvious precautions which we can take.

- 1) The Club must only collect the amount of information necessary for its own activities and the activities of other related organisations, such as CACC etc. In effect, this will be name, address, other contact details, date of birth (for age related competitions etc), competition status, membership of other photographic organisations and whether or not they have paid a subscription. If Members wish to provide other data, such as lists of camera equipment, photographic interests, etc, this will be strictly voluntary.
- 2) Relevant information may be shared with closely linked photographic organisation, such as CACC, as long as there is a statement to this effect on the annual membership form. Data may only be shared with other organisations with the specific written permission of each Member.
- 3) Any Member has the right to see all of the information that the Club holds about them. They must ask in writing and the information must be provided within 21 days.
- 4) The Club must take all reasonable precautions to ensure that the data it holds is accurate.
- 5) When a Member resigns, their data must be removed from the Club's records as soon as is practicably possible. This will normally be within two weeks.

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10 October 2016