

# GCC Data Protection Policy.

Galashiels Camera Club (“GCC”) is established with the objects set out in its constitution and is a data controller within the UK.

GCC complies with the Data Protection Act 2018, which incorporates the European Union General Data Protection Regulations (GDPR).

The personal information referred to in this policy may include name, address, telephone numbers, e-mail addresses, photographic and other distinctions, and other such information as may be necessary for the effective management of the legitimate interests of GCC.

GCC collects personal information about current members and holds it for one year following the end of the last season of membership at which point all personal information is deleted from the active membership list, and archived as a historical record.

GCC collects personal information about prospective members and holds the personal information for up to one year at which point the information is deleted.

GCC collects and holds personal information about those offering their services to GCC (e.g. Competition judges, lecturers, suppliers.) This information is used to facilitate administration in order to satisfy a requested service or a contractual requirement and may be retained for future use.

Personal information is used only for the administration of GCC and access is restricted to Committee members and to others approved by the Committee for specific purposes.

GCC has a legitimate interest in maintaining a complete and accurate historical record, and retains archives of, for example but not limited to, membership lists, records of work shown at internal and external competitions; permission to use images for external competitions, on the web site and on social media; records of meetings, competitions, awards and other event results.

Any member wishing to verify the personal information held by GCC or to opt out from personal information being held in any particular archived document may apply to the Secretary in writing or by email. Requests to opt out from an archived document must be made within a reasonable time period and will be acceded to if reasonably possible.

23<sup>rd</sup> August, 2018