



Kinross Camera Club

Data Protection Policy – November 2018

Kinross Camera Club is established with the objects set out in its constitution to serve the interests of its members. It is affiliated to the Scottish Photographic Federation and is a data controller within the UK.

The personal information referred to in this Policy may include name, distinctions, contact details, affiliations, service records, records of entries to events, and any other information as may be necessary for the effective management of the legitimate interests of KCC. Any person wishing to verify the information held by KCC, or who can correct or update that information, may apply to the club Secretary.

KCC collects and uses personal information for several purposes:

1. KCC Membership:

- a) KCC maintains contact details for all members of the club for the current year
- b) This data is used to circulate information which may be of interest to club members
- c) Members contact details will not be shared externally with any third party without prior consent

2. Club competitions:

- a) KCC will provide the personal details of individuals entering club competitions to the judges and organisers of these competitions
- b) Only information necessary to support the running of the competition will be provided
- c) This may include personal data embedded in the EXIF file of any digital images

3. General Business:

- a) KCC may hold personal information for anyone contacting the club, or whom KCC contacts for the purpose of conducting its general business.
- b) This information will be used to satisfy a requested service or a contractual requirement.

Data Retention

- c) General business records will normally be held for a minimum of five years.
- d) KCC may retain historical archives indefinitely, for example but not limited to, records of meetings, handbooks, catalogues, awards and other event results.