

**BISHOPTHORPE CAMERA CLUB
PRIVACY NOTICE
AGREED BY AGM 26.6.18**

What data we hold and why:

- For each member, the Club will keep the following information: name, address, telephone number, email address.
- This information will be used only for the purpose of contacting members about club business.

Access to information:

- Access to this information will be restricted to Committee members only.
- Blind carbon copy format will be used when emailing to protect the email addresses of all recipients from being visible to others on the email list.

Electronic marketing:

- Members' contact information will not be made available to anyone for electronic marketing.
- Any request to cascade marketing material to members by electronic means will be refused.

Members' rights:

- Members can see their data if they wish to check it's accuracy by contacting the club secretary.
- Members can have their contact data erased by contacting the club secretary.
- Members whose subscription remains unpaid following the 14 day notice period (see 'Constitution clause 3.4') will have their contact data erased

Data security:

- The Committee will store and manage data in the best reasonably practicable way.
- Members will be notified of any significant breach of privacy.