

QPCC Privacy Statement

Who we are:

Queen's Park Camera Club (QPCC) is a Scottish Charitable Incorporated Organisation (Charity Number SCO44914) located at 54 Millbrae Road, Glasgow G2 9UG. QPCC is managed in accordance with our constitution which is available to be viewed on our website:

[http://www.qpcc.co.uk/uploads/1/0/7/1/10710421/qpcc_constitution_revision_2 \[27-04-2017\].pdf](http://www.qpcc.co.uk/uploads/1/0/7/1/10710421/qpcc_constitution_revision_2_[27-04-2017].pdf)

Why do we need your personal information and what do we do with it?

QPCC requires to collect and hold your personal information if you belong to one of the following groups:

- Prospective Club Members
- Club members
- Invited Speakers (includes speakers in our syllabus and judges)

Your information is collected by and held by the Trustees and office bearers of QPCC. The roles of each trustee and office bearer are as detailed on our website:

<http://www.qpcc.co.uk/office-bearers--officials.html>

Prospective Club Members:

Prospective club members are required to provide personal information when submitting an application to join or re-join QPCC. The information required includes:

- Name, address, telephone number and email address.

This information is required in order to manage our membership waiting list and effectively administer the admission of new members. The personal details may be used to maintain contact with prospective members and invite them to specific events during their time on the waiting list.

Club Members:

QPCC members' personal information is required for the effective administration of QPCC. The information required includes:

- Name, address, telephone number and email address.

The information is used in order to maintain accurate membership lists, manage our finances, communicate with our members and manage entries to photographic competitions.

Past Club Members

Where a member does not renew subscription, his/her personal information will be deleted within one calendar month. Personal information relating to Gift Aid may be retained by the Treasurer in order to comply with financial regulations.

Invited Speakers (includes speakers in our syllabus and judges)

In the case of invited speakers (includes speakers in our syllabus and judges) personal information required may include:

- Name, address, telephone number and email address.

This information is required and retained for the purposes of arrangement and confirmation of events in our syllabus.

Where an invited speaker requires fees to be paid directly to their bank account, banking details will be required to be collected and retained. Banking details will be deleted from the booking form as soon as the Treasurer has paid the speaker but may be retained by the Treasurer for the records.

Legal basis for using personal information:

The processing of your personal information is undertaken in the legitimate interest of the organisation; specifically, QPCC's interest in the effective administration of the organisation for our members.

If you do not provide the required personal information it may not be possible to gain membership to QPCC or enjoy the full benefits of club membership. In the case of invited speakers, if the required information is not provided it may not be possible to include you within our syllabus of events.

Who do we share your information with?

Where members participate in external photographic competitions via the club, such as SPF or GDPU, your personal information may be shared with the organising body if required as part of the submission criteria.

QPCC make use of "Google Groups" to distribute information to members and committee members. To make use of this facility, QPCC is required to share members' email addresses with Google. You can read more about this facility at:

<https://groups.google.com/forum/#!overview>

As a club member you may request that you are not added to the Google Group. In this case it may not be possible to ensure that all club communication is distributed to you.

If you are a member who undertakes an office bearer role, you may have your contact details shared with relevant bodies such as the GDPU and SPF.

If you are a member who is a trustee, office bearer, committee member or convener, your

personal contact details will be shared with club members within the password restricted members' area of the club website (www.qpcc.co.uk)

If you are a member who is a trustee, you will be required to provide personal information to the Office of the Scottish Charity Regulator (OSCR) (www.oscr.org.uk)

If you make use of gift aid to gift monies to the club your personal information may be shared with HMRC as required.

In the event that you, as a prospective member, member or invited speaker, is involved in any form of accident or incident that requires information to be passed to the club's insurers, your personal information will be provided as required.

Rights under data protection law:

If your personal data is held by Queen's Park Camera Club, data protection law provides you with a number of rights:

- Access to your information – You have the right to request a copy of the personal information about you that we hold.
- Correcting your information – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information – You have the right to ask us to delete personal information about you where:
 - You consider that we no longer require the information for the purposes for which it was obtained
 - You have validly objected to our use of your personal information.
 - Our use of your personal information is contrary to law or our other legal obligations.

If you wish to exercise any of these rights please contact our club secretary as detailed below.

Enquiries and Complaints:

If you have an enquiry about the way in which Queen's Park Camera Club makes use of your personal information please write to our secretary: The Secretary, Queen's Park Camera Club, 54 Millbrae Road, Glasgow G42 9UG.

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone - 0303 123 1113 (local rate) or 01625 545 745;
Website - <https://ico.org.uk/concerns>

Date Reviewed	Date authorised by Committee
10.11.2020	