

# Musselburgh Camera Club – Data Privacy Policy

## Overview

Musselburgh Camera Club is a small club whose aims are to foster and stimulate interest in the art and science of photography in all its forms and encourage people take up photography and to participate in the Club's activities. We do this by means of regular meetings, lectures, demonstrations, exhibitions, competitions and photoshoots.

When you join the club, we ask you to provide contact information so we can keep membership records, administer the club competitions and contact you about club events and things of interest. When you sign your membership form you are giving your consent for any details you provide on the form to be used for the running of the club. Providing full contact information is optional, and this document explains how you can make that choice.

If any member is not happy with this policy and would like their contact details removed from the club database, please contact the club secretary or treasurer.

## What Information Do We Hold?

The minimum information about each member we need to hold is as follows. Without this information we will not know if and how long you have been a member of the club, and you will not qualify to enter the club competitions.

- Member number
- Name
- Whether you have paid the membership fee.
- The year when you first joined the club.

In addition, members are asked to provide the following information when they join the club. This information is optional, but without it we may not be able to contact you. A member can nominate someone else (such as a parent or guardian) to receive communications on their behalf.

- Your postal address.
- Your email address.
- A contact telephone number.

Since this information is optional, you can ask us to delete it at any time.

## What Do We Use Your Information For?

The information we hold is used for the following purposes:

- Member name, number and the year you joined is used to administer the club competitions.
- We like to give each member a new member number that is unique to them. To do this, we maintain a list of members numbers that have been assigned in the past. This list also helps members who leave for a short period and re-join the club get their old member number back.
- The treasurer keeps track of who has paid the membership fee to administer our policy of allowing visitors to come to two meetings free of charge before paying the fee. It also safeguards members against being asked to pay more than once.

- Your postal address is used to determine convenient locations for local photoshoots, and to determine transport arrangements to and from the photoshoots. It might also, on rare occasions, be used to send you items of lost property.
- Your email address is used to communicate important items of club business, such as the papers for the AGM, and any member-only communications we cannot make publicly on the club website. Note that the club web site uses a different set of email address – see below.
- Your telephone number is used for urgent communications, such as a club meeting being cancelled due to an unforeseen circumstance, such as bad weather.

### Who Can Access My Information?

Your member number and name are accessible to all members, because they appear on the sign-in sheet and the competition score sheets.

Your postal address, email address, contact telephone number, year you joined and payment information are normally only accessible to the club office bearers. If you sign up for a club event, such as a group visit or photoshoot, the organiser of that event may also be given your contact details. You can, if you wish, provide alternative contact information when signing the list.

We will never give your contact details to third parties who are not associated with the club.

### Special Status for Club Office Bearers

At the moment, the email addresses of the club treasurer and the club competition secretary are publicly displayed on the club web site. This information is there to allow members, judges or office bearers in other clubs to contact them. The email addresses of all the club office bearers are written on the front of the syllabus.

If any office bearer is unhappy with this arrangement, they can be provided with a club-specific email account.

### The Club Website

The club website also holds the following information:

- All members who have signed up with Wordpress and have been invited to be authors on the website are listed (with their Wordpress ID and email address) in a database within the website. Only the website administrators can see this database. They can use this database to grant users access privileges and identify the authors of specific posts.
- All members who have opted to follow the club posts (by clicking the “follow” button on the club’s home page) will have the email addresses they provided stored in a Wordpress database, which is used to distribute the club posts. This information is covered by the Wordpress privacy policy: see <https://automattic.com/privacy/> .
- Any member who is signed up to the website as an author can submit posts, and these posts will go to all the people who are following the club.
- We do not allow this posting mechanism to be used for SPAM
- Posts made on the club web site are visible to the public, so we do not allow the web site to be used for personal or member-only posts.
- If you would like to stop receiving the messages sent by the club website, click the “unsubscribe” button at the bottom of any message.

If you would like further information about how your information is used, or would like your contact information removed or corrected, please contact the club secretary or treasurer.