

Tonbridge Camera Club Privacy Policy

We are committed to protecting your personal information

We are committed to protecting your personal information. This policy sets out how we propose to collect and use any personal information that you provide to Tonbridge Camera Club (hereafter referred to as 'The Club').

If you have any questions regarding this policy, or if you object to your data being used by us in any way, please contact us by email to secretary@tonbridgecameraclub.org.uk.

The information we collect

When you become a member or take part in one of our events, we may collect and process personal information about you. Depending on your activity, this personal information may include your name, email address, postal address, telephone or mobile number and other personal information required to deliver the service requested. We try to use online banking wherever possible and if we make any payments to you then we will hold your bank account details.

We may also ask you for information when you report a problem with our website or Flickr account, make a complaint or request information about one of the services or products we offer.

If you contact us, we may keep a record of that correspondence. We may also ask you to complete surveys that we use for research purposes, although you do not have to respond.

We may also collect details of your visits to our website, including but not limited to traffic data, location data, weblogs, and other communication data and the resources that you access. To help us create a more efficient website that reflects users' needs, we may also use cookie files to collect and record information about how our site is used and collect your IP address (a number that identifies a specific computer or another internet device) for system administration and to report aggregated information. Cookie files and IP addresses will not identify you as an individual. By continuing to use our site, you agree to our use of cookies.

By submitting this personal information, you enable us to better provide you with the information, services or products you select.

How we may use your personal information

1. To improve the quality and accuracy of the information we provide
2. To provide you with information, services or products you have requested or which we feel may interest you related directly to The Club where you have consented to be contacted. This may include adverts and inserts in communications sent by us, from carefully selected third party organisations.
3. To allow you to participate in interactive features on our website, when you choose to do so, for example, booking Club Activities or submitting images. We may help complete forms by inserting your contact details for you to edit.
4. To analyse and improve the services offered on The Club website by providing you with the most user-friendly navigation experience we can for your computer or another internet device.
5. With IP addresses, to identify your approximate location, block disruptive use or to establish the number of visits to the website from different locations.
6. To process personal information for the purposes of member and non-member analysis, using postcodes, and profiling to help us better understand the best way to communicate with you and provide you with the most relevant information.
7. To ask you for your support for our work and to offer you the opportunity to participate in events, and other Club activities.

We review our retention periods for personal information on a regular basis and when there is no purpose to holding your data we will securely destroy it. We are legally required to hold some personal information to fulfil statutory obligations, for example, to support certain financial transactions. We will also hold information about your details so that we can respect your preferences for being contacted by us e.g. avoid sending you direct mail if you have previously told us not to do so.

How we will contact you

If we normally contact you by text, email, phone or letter, we will not contact you again if you ask us not to. We will not contact you to send you information about how you can support The Club by email or text unless you have given us your prior permission. You can contact us to change your contact preferences by emailing our team on secretary@tonbridgecameraclub.org.uk or by calling the current Secretary, whose telephone number will be available in our Programme and Directory.

How we handle your information and other organisations

The Club will not exchange, rent or sell your personal information to other organisations for use by them in their own direct marketing activities. Nor will we provide information to external service providers to act on our behalf.

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data to comply with any legal obligation. This could include exchanging information with other companies and organisations for the purposes of fraud detection and protection.

We only use external Payment Card Industry (PCI) compliant providers to collect this data on our behalf. We do not store PCI data on our own systems.

To protect yourself when sending us sensitive information, please ensure that you use devices running supported operating systems that are regularly patched and incorporate some form of malware protection. Only connect your devices to networks that you trust.

Securing your passwords

Where we have given you (or where you have chosen) a password which enables you to access certain parts of The Club website, you are responsible for keeping the password confidential. You agree not to share that password with anyone else.

Following links to third-party websites or Flickr Accounts

The Club website or Flickr account may include links to other websites, not owned or managed by The Club. While we try our best to only link to reputable websites we cannot be held responsible for the privacy of data collected by sites not managed by us nor can we accept responsibility or liability for those policies. For this reason, you should consult the privacy policy on any external website you link to before you submit any data to those sites.

Posting or sending inappropriate content or content you do not own

If you post or send any content that we believe to be inappropriate or content in breach of any laws, such as copyright, we may use your personal information to inform relevant third parties such as your internet provider or law enforcement agencies. We have the right to disclose your identity to any third party claiming to own any content that you posted. Page 3 of 3 Version 1 25th May 2018

Where we store your information digitally

Our Primary Storage is held by The Club Chairman, Secretary and Treasurer. We may need, from time to time, to transfer your information to one of our Committee members for specific activities to or make contact with you. When we do so, the information will be protected when in transit and held securely.

By submitting any personal information to our website or Flickr Account, you agree to this transfer, storing or processing by Club Representatives. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Our membership application form asks you to confirm whether you will allow us to share your email address, or telephone number, or both, with another club member on request. If you do not give your consent to us sharing this information then we will not share those details other than as described above to one of our Committee members.

In cases when we use external websites provided by other organisations such as Twitter or Facebook, then we would ask you to consult their privacy policies.

How to access your personal information

You have a right to know whether we hold any information about you (personal data) and a right to be provided with a copy of your information within 40 days in accordance with the Data Protection rules. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Updates or changes to the privacy policy

We reserve the right to make changes to this Privacy Policy. Each time you visit this site, you should check this Policy to check that no changes have been made to any sections that are important to you. Where appropriate, any changes will be notified to you by email, or we will announce changes on our website.