

## PRIVACY POLICY

We respect your privacy and are determined to protect your personal data. The purpose of this privacy notice is to inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and when you are a temporary visitor or member of the club. We'll also tell you about your privacy rights and how the data protection law protects you.

### What is the purpose of this privacy policy?

This privacy notice aims to give you information on how we collect and process your personal data through your use of this website

This website is not intended for children and we do not knowingly collect data relating to children.

You must read this privacy notice together with any other privacy notices we may provide so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

### Data controller

Our chairman is the controller and is responsible for your personal data (collectively referred to as "Godalming Photographic Club", "we", "us" or "our" in this privacy notice). For all data matters contact the club directly through our [contact page](#).

### Visitors to our site

Our website uses a third-party, Google Analytics, to collect standard internet log information and details of website visitor behaviour patterns such as the pages which are most frequently visited. The information collected and processed does not result in identification of any visitor to our website. We do not find out or allow Google to find out the identities of those visiting our website.

Should we wish to collect specific details we will do this openly by using a contact form or a landing page, which will be clearly marked with a specific purpose. Any person who chooses to complete any form on the site will have the ability to un-subscribe from a newsletter or have their details removed from our database at any time.

Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. You can opt out of Google Analytics without affecting how you visit our site. For more information on opting out of being tracked by Google Analytics across all websites you use please read [Google's opt-out policy](#). You can also find out more about [Google Analytics Privacy Policy](#).

### Storage of your personal data

Godalming Photographic Club do not store any data through operation of our website.

### Collection of personal data for cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

### Information about the use of cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. You will be given the option to either accept or refuse to use the cookies on this site.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies are created when you use your browser to visit a website that uses cookies to keep track of your movements within the site. They help you resume where you left off, remember your registered login, theme selection, preferences and other customisation functions which contain information that is transferred to your computer's hard drive.

## We are using the following cookies:

**Analytical/performance cookies** – They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

- **\_ga** – Used to generate statistical data on how the visitor uses the website –expires after 2 years
  - **\_gat** – used by Google Analytics to boost request rate–expires after session
  - **\_gid** – Generates statistical data on how the visitor uses the site–expires after session
- Please note that third parties including, for example, advertising networks and providers of external services like web traffic analysis services may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or marketing cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

## Use of personal data collected outside of the website

If you have contacted Godalming Photographic Club, you are a member, likely to become a member or you are a visitor to Godalming Photographic Club, we may lawfully collect and store your personal data for the purposes as stated below:

Type of information	Purposes	Legal basis for processing information – consent and legitimate interest
Member's name, address, telephone number, email address(es), disabilities or special needs information relating to individuals who have explicitly requested it to be recorded for the purpose of assisting them	Managing the Member's membership for the Club Organisation and administration of internal and external competitions and exhibitions Advising members of future programme activities and passing on information from other camera clubs and regional photographic associations.	For the purpose of managing and operating the camera club For the purpose of participation in local and national competitions as a member of Godalming Photographic Club For the purpose of keeping all members advised of activities which fall under the scope of membership
Outside Judges and Speakers – Name, email address and telephone number	Managing competition or event to which they have been invited	For the purpose of maintaining our arrangement for your visit to the club premises or our online platform

Type of information	Purposes	Legal basis for processing information – consent and legitimate interest
Committee members	Publication of committee members roles and contact details for members, judges and outside speakers	For the purpose of managing and operating Godalming Photographic Club
Electronic Feedback data	Feedback on judges and speaker	To allow GPC to manage club activities to ensure the club members receive the best member service

## How we store your personal data

In operating Godalming Photographic Club, it may become occasionally necessary to transfer data that we collect from you internally. We will never pass on your data to any person or persons who are either members or non-members of Godalming Photographic Club without your express permission. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated and stored securely within the confines of GDPR compliant procedures.

Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

Information you provide us with will be stored on local PC's or laptops only by those members of the club who have been duly elected as committee members.

In addition to the above GPC use the following software applications to store personal data. We have chosen very carefully the applications that we use, however, the security and privacy measures for data storage is beyond our control. Please see below the purpose for storing specific data and the privacy policies for each organisation.

Web Application	Purpose	Privacy Policy
Mailchimp	Database of all member contact details for the purpose of sending out club information to members as described under the heading 'Use of personal data collected outside of the website'	<a href="http://www.mailchimp.com/legal/privacy/">www.mailchimp.com/legal/privacy/</a>
PhotoEntry	Recording competition scores, judging assessment and submission of entries	<a href="http://www.photoentry.uk/information/privacy.htm">www.photoentry.uk/information/privacy.htm</a>

## Your data and social media

GPC have a [private members Facebook page](#). We have no control over the privacy or storage of your data and urge members to read the [Facebook privacy policy](#) prior to joining the Facebook

Group prior to joining. Godalming Photographic club shall not accept any responsibility or liability for the use of your data on Facebook.

## Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available by request. Please contact us via our [contact page](#).

## Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

## Access to personal information

We will do our utmost to be as open as possible when it comes to giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form

Please send us an email using the details on our [contact page](#) to request the information we hold about you. If we do hold information about you, you can ask us to correct any mistakes by email and let us know if you would like it deleted.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable admin fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

## Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## Disclosing your information

We will not disclose your personal information to any other party other than in accordance with this privacy policy and in the circumstances detailed below:

## **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on other websites you visit via this website. Please see our [website terms and conditions](#). Please keep us informed if your personal data changes during your relationship with us. It is important that the personal data we hold about you is accurate and current

## **Queries, requests or concerns**

To exercise all relevant rights, queries or complaints in relation to this policy or any other data protection matter between you and us, please in the first instance contact our us via our [contact page](#) by email.