

Saffron Walden Camera Club

Membership form with communication preferences

General Data Protection Regulations (GDPR) laws mean that we need to confirm you are happy with Saffron Walden Camera Club (SWCC) retaining your personal data, how SWCC communicates with you and what is included in SWCC communications:

- We will handle any personal data we hold in line with current data protection legislation.
- It will be used to manage your membership of the society and supply you with relevant information.
- We do not share your personal details with third parties unless required by law.
- You may withdraw this consent at any time.

SWCC has published a data protection policy document (see below). You can get a copy of this from the SWCC Chairperson or Treasurer and it can be viewed on the SWCC website, www.saffronwaldencc.co.uk.

The information below will be stored by SWCC and used to guide SWCC's communications with you

Name

Address

.....

Post Code

Telephone(s)

Email

SWCC's preferred communication processes are:

- Regular communications, regarding meetings and other club activities, are by email.
- Occasional distribution of club material is by post.
- Occasional communication of changes to arrangements may be by telephone.

Please confirm that you are happy to hear from us using:

Email	Yes/No	Post	Yes/No
Telephone	Yes/No	Text	Yes/No

Signed.....

Date.....

When completed, please return this form to the SWCC Treasurer

Saffron Walden Camera Club

Data protection policy and compliance with GDPR

In May 2018 General Data Protection Regulations (GDPR) were updated and consolidated. This policy document outlines how Saffron Walden Camera Club (SWCC) will manage members' data in compliance with GDPR.

SWCC Data Protection:

- Members' data is any physical or digital data that identifies a member; for example name, home address, email address, phone number.
- Members will complete a membership form which includes their personal data (name, postal address, email address, phone number) and which includes their preferences for communication.
- SWCC data management roles:
 - The SWCC Chairperson is the designated Data Controller, responsible for determining the need and means for usage and processing of members' personal data.
 - The SWCC Treasurer is the designated Data Processor, responsible for good management and security of members' personal data. The SWCC Treasurer stores the physical copies of the membership forms and maintains a database of members' details to manage membership instigation and renewal.
- SWCC will not share members' data with third parties.
- SWCC members have individual rights to:
 - Enquire what data SWCC holds, and its accuracy.
 - To be informed of any data breach.
 - To erase personal data if membership ceases.

SWCC membership communication:

- SWCC's preferred communication processes are:
 - Regular communications, regarding meetings and other club activities, are by email.
 - Occasional distribution of club material is by post.
 - Occasional communication of changes to arrangements may be by telephone.
- Members will express a communication preference on the membership application/renewal form.
- SWCC will ensure that any communications with members will only concern SWCC activities, SWCC administration and more general photographic news and information. These communications will include forwarded information from regional and national photographic bodies such as the East Anglia Federation (EAF), the Photographic Alliance of Great Britain (PAGB) and Royal Photographic Society (RPS).