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# THE CHILTERN ASSOCIATION OF CAMERA CLUBS

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[www.thecacc.org.uk](http://www.thecacc.org.uk)

## Data Protection Policy

The Chilterns Association of Camera Clubs (CACC) is established with the objects set out in its constitution, to assist in the promotion of good standards of club photography. The CACC is a data controller within the UK.

The personal information referred to in this Policy may include name, distinctions, contact details, affiliations, service records, records of entries to events, and such other information as may be necessary for the effective management of the legitimate interests of CACC. Any person wishing to verify the information held by CACC, or who can correct or update that information, may apply to the Secretary.

CACC collects and holds personal information for several purposes:

1. Yearbook
  - a. The CACC Yearbook includes contact information about the members of its Executive, the members of Club Executives, and others offering their services to the CACC community.
  - b. The Yearbook is circulated to Member Clubs and to those whose contact details are included.
  - c. The contact details of CACC officials allocated to provide particular services may be published generally.
2. CACC Events
  - a. Photographers, as the creators of images, enter CACC events either directly or via their Club.
  - b. This information is held and managed subject to the General Requirements for Events (qv).
3. General Business
  - a. CACC may hold personal information for anyone contacting CACC, or whom CACC contacts for the purpose of conducting its general business.
  - b. This information is used to satisfy a requested service or a contractual requirement.

### Data Retention

1. General business records will normally be held for a minimum of eight years.
2. CACC may retain historical archives indefinitely, for example but not limited to, records of meetings, yearbooks, catalogues, awards and other event results.