



APPENDIX 2

CLUB POLICIES

1. Data Protection Policy

The Data Protection Act 1998 established rules for organisations holding personal information. As a “not-for-profit” organisation, a camera club is exempt from the requirement to register with the Information Commissioner’s Office, but is still subject to the basic requirements of the law. *NB A not-for-profit organisation can make a profit for its own purposes, which are usually charitable or social, but the profit should not be used to enrich others. Any money that is raised should be used for the organisation’s own activities.* Thus when the Club engages in money-raising activities such as selling tickets for keynote speaker presentations to the general public, it is important to state that proceeds are to be used for the Club’s own activities.

The Club holds personal information for the purpose of running the Club and its activities, and is committed to complying with the requirements of the above Act.

Club Policy:

1. The maintaining of personal information by the Club on paper, in computers or by any other means is to be limited to that required for the following:

- establishing and maintaining membership
- supporting the Club
- providing and administering activities for Members and those who have regular contact with the Club.

2. Personal information to be held is to be restricted to that which is relevant to the relationship the individual has with the Club. For the purposes of membership, this information comprises:

Personal Details: Name, Telephone Number(s), E-mail Address, Address, Date of Birth

Club & Photographic Details: Year Joined, Competition Class, Photographic Honours, Positions Held, Photographic Skills, Photographic Interests, Make & Model of Cameras

For the sake of clarity, images produced by Members are not included under the definition of personal data.

3. Membership records are to be maintained by the Membership Secretary. Other Club Officials keep records for other purposes, eg membership fee payment or running Club competitions, but these contain no personal details additional to the above.

4. The Membership Secretary is to be responsible for the accuracy of membership data and for keeping it up-to-date. All Officials maintaining personal data are required to take reasonable steps to ensure the accuracy and safe-keeping of the data.



5. The Club will circulate a list of Members and their contact details (telephone and email) to all Members on a regular basis, and this is to be used solely for Club purposes. The Club will not pass personal information to other organisations without obtaining prior consent.
6. Upon written request from an individual to the Membership Secretary, the Club will respond within 21 days to provide the personal information held on that individual.
7. The Club will delete, within a reasonable period of time, information relating to an individual once the relationship with the Club comes to an end. This will normally be done by the end of the season following the season in which the cessation of the relationship occurred. Historical personal information in the Club archives should be the minimum required to reflect a Member's record at the Club eg name, dates of membership, positions held and photographic achievements.
8. As a condition of Club membership, Members agree that the Club may contact them by email with information of various kinds related to Club activities or may forward emails received by the Club from third parties offering products or services to Club Members. In the latter case, these are kept to a minimum. Any Member who does not wish to receive any email communications should advise the Club Chairman and Club Secretary in writing.

2. Health and Safety Policy

While camera clubs do not fall under the scope of Health and Safety legislation, it is appropriate for the Club to have a Health and Safety Policy in order to identify any such risks in any area of its activities, to explain what measures have been put in place to ensure that these risks are minimised, and to bring these factors to the attention of Members.

Club Policy

Fire Risk

1. At the commencement of each meeting, the Chairman will point out to the attendees the location of Fire Exits from the building, and also advise the location of the designated Assembly Point in the event of the evacuation of the building.
2. The Club will appoint a Fire Warden whose responsibilities include ensuring that Members and other attendees sign in at the beginning of a meeting and sign out if they leave prior to the end of the meeting, thus enabling a roll call to be made at the Assembly Point in the event of an evacuation. The Fire Warden should be aware of the location of fire fighting equipment such as fire extinguishers, but only individuals who are conversant with the operation of such equipment should use them.

First Aid

3. The Club will appoint a First Aider and a deputy, these being Members who have up-to-date knowledge of first aid. The First Aiders must be aware of the location of the Club's first aid kit and any other first aid equipment in the building, and will take charge in the event of any accident or serious illness of an attendee.



Club Equipment

4. The Club will appoint an Equipment Officer who is responsible for the maintenance of the Club's equipment. At the beginning of each meeting, the Equipment Officer should also visually check the integrity of all equipment being used, both that belonging to the Club and to a visiting speaker when present. Members should take care when using Club equipment, especially when putting up print display stands and panels. Members preparing refreshments for the Club should ensure that they are shown how to operate the electrical equipment before using it.

5. With regard to electrical equipment, where the electricity supply in the meeting room does not have fixed RCDs (residual current devices), portable RCDs are to be used for each electricity supply socket used. This is to include any electrical equipment to be used by visiting speakers. Portable RCDs must be tested at the commencement of the evening by pressing the test button. It should be noted that the use of RCDs not only greatly reduces the risk of electric shocks but should also negate the need for Portable Appliance Testing which some building owners require.

6. All trailing electrical cables and any other tripping hazards should be taped to the floor by the Members setting up before the room is populated. Besides reducing the possibility of attendees tripping, this will also avoid equipment being dragged onto the floor and damaged.

Insurance

7. The Club Treasurer will ensure that the Club has in place current Public Liability Insurance at a level of cover deemed sufficient for the purpose by the Club's Management Committee. The PAGB offer a suitable policy.

3. Child Protection Policy

The legislation covering the protection of children and young people is varied and complex. If minors (individuals under the age of 18) were to be admitted as members, the Club would need to introduce a Child Protection Policy that would need to introduce precautions and controls to avoid any possibility of accusations of sexual, emotional and physical abuse, exploitation, and other actions and activities that may be considered harmful.

Club Policy

The Club policy as set out in the Club Constitution is: "Minors may only become Members by special agreement of the Club". This special agreement would have to be given by the Management Committee, at which stage a Child Protection Policy would first need to be introduced.