**Speakers and judges booking form boilerplate. Updated after committee member proposals 13th April 2018.**

**For Speakers:**

Windlesham & Camberley Camera Club maintains information regarding guest speakers on our public and password-protected members’ websites. This includes the information you have provided to us and any reviews or comments from our members pertaining to your talk. Any communications between you and us in setting up your attendance are also retained within Committee records.

**For Judges:**

Windlesham & Camberley Camera Club maintains information regarding judges on our public and password-protected members’ websites. On our public website this is your name and the competition and date you visit us. On our member-only website it includes our members’ assessment and comments which we use in formulating our performance feedback response as requested by the SPA. We maintain a historical record of those performance response, and also retain your telephone and e-mail contact details. Any communications between you and us in setting up your attendance are also retained within Committee records.

**External Competitions:**

*External competitions organised by others where we compete:*

We will supply organisers with our members’ image files – these images may include metadata. We allow organisers to use these image files, image titles, and the authors’ names only for the purposes of the competition. You must not distribute these image files to any persons unconnected with the actual running of the competition. Under no circumstances must they be published on any website without our express permission.

*Competitions involving hosted by W&CCC and involving other clubs:*

We will be receiving image and/or AV files from you or your members. We undertake not to use these images for any purpose other than the administration of the specified competition. The image files will only be shared with those running the competition for use in conjunction with the needed projection equipment. We will retain the image files until at latest the start of the following club season (September), after which we will delete them from all our systems and backups. We will prepare score sheets and certificate cards that may name the entrants and state the image titles. These documents are prepared electronically and we retain them securely and in perpetuity. Selected images may be added to our password-protected members-only website and will also be retained for publicity for the competition annually for no more than 3 years.