

PRIVACY POLICY

We respect an individual's personal information, correspondence and contact details that have been entrusted to us. Therefore, in line with General Data Protection Regulations, you should be aware that we have reviewed our Privacy Policy, which explains how we manage and store information securely and why it is important to us. If, once you have read this, you have any queries, please contact the GBCT Office (020 8813 1999 / admin@gbct.org)

FOR GBCT MEMBERS

The GDPR

The General Data Protection Regulation (GDPR) is an EU law that came into effect on 25 May 2018. It is the biggest overhaul of data protection legislation for over 25 years and will introduce new requirements for how organisations process personal data.

This privacy policy is a statement or a legal document (in privacy law) that discloses the ways the Guild of British Camera Technicians (GBCT) gathers, uses, discloses and manages your data. It fulfils a legal requirement to protect your privacy.

Gathering of data:

Data is obtained by you applying to become a Member of the GBCT (as currently listed in the GBCT's annual Crew Directory) and/or providing your details for the purpose or former purpose of obtaining employment. Your contact details as listed in the GBCT's Crew Directory will be used to communicate with you.

When you became a GBCT Member, we asked for – and were given – some of your personal information. This included your name, email address, mobile number – your home address, work grade and credit list. Other information might also have included contact details of your designated next of kin, details of your agent/diary service and such information that may improve work opportunities and gaining of member benefits such as insurance or passport and visa details. Other service providers may ask for different types of information from you.

What happens to the disclosed data:

Your name, address, mobile phone number and email address is used by the GBCT as a means of communication with you. Any information that we collect from you may be transferred to, and stored at, a destination outside the

European Economic Area (this includes the EU, Iceland, Norway and Lichtenstein).

Your information will be processed by the GBCT wherever it is necessary to fulfil our services to you. These services include promoting you as a reputable GBCT Member and providing you with a number of Member Benefits.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your information, we cannot guarantee its security and when giving us your information you do so at your own risk. Once we have received your information and any updates, we will use strict procedures and security features to try and prevent unauthorised access.

Where is the information stored?

Paper copies may be held by the GBCT and/or stored on its computers.

How long is the information stored?

We will hold your information on our systems for as long as you are a member of the GBCT. If, for any reason, you cease to be a member, all your information will be removed from our database and computer archives to ensure we do not contact you in the future. If having left the GBCT you then decide to reinstate your membership, you will have to provide the information again.

Do I need to do anything – in the light of the above information?

If we have requested this - Yes. Just reply to this email: "I am still a GBCT Member". As you are now aware of our policy, by submitting your details to the GBCT you accept the above policy.

Information

Under the Data Protection Act you have the right to request a copy of the information we hold about you and to have any inaccuracies corrected.

CV's

We recommend that a limited amount of personal contact information is provided on CV's. Your name and the fact you are a GBCT Member, your grade, email address, cell phone number, (ay) website plus an agent or diary service is enough for people wanting to contact or hire your professional services.

We also recommend that at the bottom of the CV:

This CV may be kept on file and distributed for employment purposes.

**FOR THOSE APPLYING TO THE GBCT FOR MEMBERSHIP,
CPD TRAINING COURSES AND/OR GBCT TRAINEE COURSES**

Please also refer to the criteria provided for membership applications, training and trainee courses.

By submitting applications, or requesting advice or further information, you agree that the GBCT may internally share your information electronically and in paper form on a confidential basis with its Board Members or GBCT Members who form part of any selection committees. The GBCT confirms that no other individual or organisation will have third party access to these applications, advice requests or details about further information.