

Seaford Photographic Society

Data Protection and Privacy Policy

INTRODUCTION

This document has been prepared in accordance the General Data Protection Regulations (GDPR) and the guidance issued by the Photographic Alliance of Great Britain (PAGB). Its main purpose is to show what personal data is stored by us and why. The club is defined as a Data Controller under the GDPR.

PERSONAL DATA HELD BY THE SOCIETY

Information about individual members including title, name, postal address, phone number, email address, photographic distinctions, records of entries to local and external competitions and results, attendance at meetings, images and their titles, and other information as may be necessary for the effective management of the club.

Information about judges and speakers is also held, including title, name, phone number, email, photographic distinctions, and bank details if payment by bank transfer is required.

All data is stored securely and the only people with access to members' contact data will be members of the committee. This will only be used to contact you for and on behalf of the club and will not be shared with other club members, other than with their explicit consent, or any third parties for any reason. E-mails sent to members will not disclose the e-mail address of any other person and the distribution of group e-mails will therefore be by employing the BCC (blind copy) category.

Images entered into club, inter-club, regional or national competitions together with title, photographer's name and score, may be used for our records, publicity including social media, and promoting the club. Individual members may request to opt out of their images being shown on the website or social media by requesting this in writing from the Club Secretary.

Committee members' names and their roles, together with details of life members, vice presidents and non-committee roles are shown on the club's website for the public to see, but no contact details are provided. The main point of contact for members of the public to get in touch with the club is the Secretary's email address, which is the only contact published on the website. The programme contains the names and accreditations of visiting judges and speakers.

Individual committee members' contact details, including email and telephone, may be shared with the rest of the committee and other outside organisations as appropriate.

WHY WE COLLECT THIS DATA

General Management of the club including

1. Sending out information by email
2. Maintaining membership and payment records
3. Maintaining the club website
4. Promotion and advertising of the club including events and competition results
5. Running club meetings and events
6. Keeping records of competition entries and results

DATA RETENTION

Members' contact data will be deleted when the member leaves the club during the season or when it is confirmed that they will not be re-joining the following year. The committee may request that contact details are retained in case the leaving member might want to re-join in the future.

Judge and speaker contact details, or contact details of other clubs and organisations are normally held indefinitely or until it is requested to be deleted by the individual or organisation.

General records, including meeting minutes, competition results etc will normally be held for 6 years after the end of the financial year to which they relate.

The club may retain historical archives indefinitely, for example but not limited to, records of meetings, handbooks, catalogues, awards and other event results.

CONSENT TO RECEIVE MARKETING INFORMATION

It is not permitted under the GDPR to send to members third party marketing information without their consent and this is specifically forbidden by the PAGB. However, some photographic events held by other local clubs may be passed on from time to time unless you tell us that you wish to opt out of this.

YOUR RIGHT OF ACCESS TO THE DATA WE HOLD

You have the right to see your personal data held by the Club or require that it be updated, deleted or destroyed, by giving your instruction in writing to the Club Secretary.

Approved Version, 6th August 2021