



## **Newbury Photography Club Data Protection Policy & Privacy Notice**

**The Newbury Photography Club (the Club) is established with the objectives set out in its Constitution and is a data controller within the UK.**

### **In Brief:**

The personal information referred to in this Policy may include name, address, contact details, records of membership payments, records of entries to competitions and events, , photographic accreditations/affiliations and equipment information and such other information as may be necessary for the effective management of the legitimate interests of the Club.

Any person wishing to verify the information held by the Club may apply in writing to the Secretary.

The Club collects and stores personal data about:

1. The Committee and Club Members.
2. Photographers and external speakers as the creators of images and presentations used in the activities of the Club.
3. Competition judges.
4. Other individuals or groups necessary for the conduct of the business of the Club (such as contractors and suppliers).

Selected and approved information may be used in the publication of events Programmes, results, awards, catalogues or other publicity related to the Club's objectives. Should any member wish to change approval for use in publications they must inform the Secretary as soon as is possible and in any event prior to publication.

The Club may retain historical archives, for example, but not limited to; records of meetings, programmes, catalogues, competition entries, awards and other event results.

The Club may facilitate the submission of members' images to Interclub, Federation or PAGB events regionally or nationally. In that case, the Club is passing personal data to another data controller. The receiving data controller has no direct relationship with the data subject and must rely on consent passed on by the Club.

The Club will not pass personal information to other data controllers unless agreement is obtained (as noted earlier).

The Club will not make any personal information available for electronic marketing.

The Club will refuse any request to cascade marketing material to members by electronic messages unless it is from another Club that is affiliated to the Southern Counties Federation and relates to that Clubs business or their own event.

Personal data will be deleted within 2 years of an individual ceasing to be a member of the Club, although anonymised information may be stored to aid Club historical interest, trend analysis or for publicity purposes

Compliance with this policy will be reviewed on an annual basis.

**ALL Members are asked to complete the attached preference page and return to the relevant Committee Member**

<b>More Detailed information for those wishing the fine print!</b>
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### **Personal Information and its purpose**

The personal information referred to in this Policy may include name, address, contact details, records of membership payments, records of entries to competitions and events, , photographic accreditations/affiliations, a members own image (for ID Cards) and such other information as may be necessary for the effective management of the legitimate interests of the Club. This could include age and gender, possibly a record of any disabilities if this would aid the committee in enabling a Member to better access the Club and its activities. From time to time records of what photographic equipment Members have access to may be stored to enable legitimate Club activities to be planned and commissioned.

Judges, speakers, suppliers and members (reclaiming expenses incurred on behalf of the Club) who wish to be paid electronically will need to provide bank account details to the treasurer to enable arrangements to be made with the Bank.

Newbury Photography Club collects and uses personal data for the following purposes:

1. General management of the Club, such as:
  - a) dissemination of information via email, text message, social media messaging systems
  - b) maintaining the Club website, promotion and advertising of Club events
  - c) running Club meetings, groups or special one-off events.
2. The Annual Programme includes contact information of Committee members and Club Officers and a list of authors, titles and copies of images accepted for inclusion plus information on judges and the names of competitions/event winners.
3. Scheduled events are freely available on the NPC website for members of the public to view as well as copies of the Programme.
4. Contact details will be made available to members of the Management Committee, members and Post Holders in pursuance of their duties, such contacting members, potential members or judges and speakers or officers of other clubs and organisations.
5. Images, titles and awards for entries used in competitions and exhibitions. These may be used for publicity and promotion of the Club.

6. Bank account details, at the individual's or organisation's request, so the Club treasurer may set up electronic payment arrangements.
7. Sharing key information only with Shaw Social Club to enable membership with the Club and door entry fobs

Personal data shall not be used for any purposes other than those stated above.

### **Data Retention**

1. Member's contact data will be destroyed when the member leaves the Club or at the latest within two year of leaving the Club.
2. Potential member's contact data will be destroyed when the individual request to leave any waiting list held or at the start of the next Club year.
3. 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.
4. General business records will normally be held for 6 years after the end of the financial year to which they relate.
5. Newbury Photography Club may retain historical archives indefinitely, for example but not limited to, records of meetings, handbooks, programmes, catalogues, awards and other event results.

### **How we store your information**

Newbury Photography Clubs Committee will regularly review the data held and the length of time it is held for and has developed procedures in line with the general requirements of the General Data Protection Regulations (GDPR) for organisations of this type. Measures include identifying all data held through conducting a Data Audit, and relevant training of Club officers in the handling of sensitive data.

General membership data is held on a secure database only accessible to Committee Members. Individual Club officers such as the Secretary, Membership Secretary and Treasurer may hold private databases or paper records to perform their jobs and will delete these (or upload to the secure database) at the point of resigning their position as a Committee Member. GDPR guidance ensures this data is properly managed in accordance with identified risks.

Bank details will only be used by Treasurer to set up electronic payment arrangements within the Club's Bank internet banking facility. Local hard or electronic copies of bank account details will not be held. Banking records of fee payments only may be stored for up to two years to ensure good accounting/audit practice standards.

### **Your right of access to the data held**

Any person wishing to verify the information held on them by the Club, or who can correct or update that information, may apply to the Secretary at any time, preferably in writing.

## **How we deal with a breach of security**

If we suspect a breach of security, we shall take steps to inform the individuals affected in a reasonable time and review our procedures to see if steps can be taken to improve our data handling.

Note that most of the data we hold on normal Club members, speakers and judges is not sensitive or is generally available through multiple public sources.

**Website:** The Clubs website uses Joomla as its provider and no personal data is stored or member log-in required.

The Club cannot guarantee or accept responsibility for data that is “in transit” over the internet. However once received any personal data will be held securely, where permission has been granted, and used solely within the scope of that permission in accordance to the GDPR 2018 directive.

**Junior Members:** The Club welcomes junior members and requires the member’s details, for contact purposes, that can only be taken with express permission from parent or person with legal parental responsibility for the individual if aged under 16yrs. Contact with the junior member will be in a manner restricted to the wishes, as stated, by parent or guardian who originally granted relevant permissions.

## **Forms of Communications and Preference Permissions**

When the Club communicates to members about meetings it can be on either a cc basis or a bcc basis. The choice is up to each individual member and you will need to indicate your preference on the form below.

General Information from National Bodies such as the PAGB will be sent on periodically through the Clubs general email updates or separately if the email is ‘large’

When members enter images for competitions organised by external organisations the only information to be provided will be the member's name, in order to project copyright.

This policy will be sent to all members and published on the Club website. Members have the right to change their preferences at any time.

**ALL Members are asked to complete the attached preference page and return to the relevant Committee Member**

*All enquiries please contact the Club Secretary.*

***If at any time an individual feels that the Club fails to take adequate precautions in the way the data held is used or securely stored that individual has the right to complain to the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk)***

## Forms of Communications and Preference Permissions Form

Name of Club Member .....

*I agree that I have read the Data Protection Policy and that,*

Tick any that apply	Tick as applicable
<i>I wish to enter PDI competitions. I understand that the Club will require me to upload PDI images and that multiple copies may need to be taken as part of the competition processing. I also agree to allow the Club to use my images on the web site for News Items and other publicity. My name may appear in News Items related to the competition</i>	
<i>I wish to enter Print competitions. I understand that the Club requires me to enter mounted print images and will take appropriate care of my prints. I will also be required to upload a copy as a PDI image and multiple copies of the PDI image may need to be taken as part of the competition processing. I also agree to allow the Club to use my images on the web site for News Items and other publicity. My name may appear in News Items related to the competition</i>	

Please tick <u>one</u> statement	Tick one box
When the NPC emails me about relevant news or meetings, I wish it to use the cc method (i.e. your email address may be visible to other members)	
When the NPC emails me about relevant news or meetings, I wish it to use the bcc method	
I prefer never to get emails from the Club	

Either sign and date the hard copy spreadsheet kept by the Committee, email the Secretary or return a hard copy on a Club evening.