

# Petersfield Photographic Society

## Data Processing Policy

### About us

Petersfield Photographic Society (PPS) operates according to the objects set out in its constitution and is a data controller within the UK. The society is a member of the Southern Counties Photographic Federation (SCPF) which in turn is affiliated to the Photographic Alliance of Great Britain (PAGB). Members of the society pay an annual subscription to participate in photographic competitions and attend lectures, workshops and social events throughout the season.

### Why we hold personal data

PPS uses personal data to enable the day-to-day running of the club, including managing and entering competitions as well as communicating with members about club events.

### Information we collect

On joining, members are asked to complete a membership application form. We collect and hold the following information about current members as well as individuals offering their services to the society (eg, judges, lecturers):

- name
- contact information including email address
- photographic distinctions

We may also hold information such as

- photographic interests
- consent to share authorship details
- records of entries to events
- competition scores
- other such information as may be necessary for the effective management of the legitimate interests of PPS and its members

### How we process the information

- Members' information is used for day-to-day communication about the running of the club and its activities and to maintain a record of membership of the society.
- Members' names must be supplied with images submitted to competitions in order to assert their authorship of the work.
  - This information is managed subject to the general conditions for Photographic Alliance of Great Britain (PAGB) competition events (qv). To fulfil this requirement, it is accepted that members' names will be supplied to the Southern Counties Photographic Federation (SCPF) and PAGB.
  - PPS also arranges competitions with other photographic clubs and members' names as authors will be supplied to the organisers of these competitions.
- Committee members' names and phone numbers are distributed to all members in the members' handbook which is produced annually.
- At each meeting held at Petersfield Community Centre, we maintain a paper record of members' attendance to comply with fire safety regulations.
- Non-members' information is used to satisfy a requested service or contractual requirement.

## **How long we keep records**

Members' contact information is retained for the duration of their membership, and then for two years after their membership has lapsed.

- Attendance records are destroyed at the end of each season.
- Information about suppliers of services is updated when requested and otherwise retained indefinitely until the supplier notifies PPS that the service has been withdrawn.
- PPS may retain the names of individuals in historical archives; eg (but not limited to), records of meetings, handbooks, catalogues, awards and other event results.

## **How we share information**

Member contact information is shared with the following officers of the society:

- the treasurer for records of payment and maintaining financial accounts
- the secretary for day-to-day communication
- the webmaster for the creation of a member's individual account on the PPS website
- the print and pdi competition secretaries for communicating about their respective events

PPS shares author names with other organisations such as the SCPF or the PAGB in order to participate in league competitions or competitions with other clubs. This is done with the consent of the author.

PPS does not otherwise share individual's information outside of the society.

## **PPS website**

Our website collects cookies in order to operate correctly. Cookies don't contain any personal information and our visitor statistics are anonymised. Visitors can choose to decline cookies at any time via their internet browser.

The site has a members-only area with access to a forum, downloads and an area to upload images to a gallery. Members who request an account on the website share their name and email address with the site to get a login and password. Members can change their password at any time. They can also add personal information to their account to help identify themselves to other members using the site. This is completely at the account holder's discretion and wholly within their control. Once a member's subscription lapses, their account is deleted.

## **Security and accuracy**

PPS takes reasonable measures to ensure the accuracy and safe keeping of the data it maintains and processes.

## **Requests for information**

PPS will respond within 21 days to a written request from an individual to inspect data held about them. Any changes to personal data or any request to opt-out of receiving electronic mail should be made to the club secretary.