



THE DATA PROTECTION ACT 2018 GENERAL DATA PROTECTION REGULATIONS 2018

DATA PROTECTION POLICY (also known as THE PRIVACY POLICY)

1. Overall Policy in Brief

1.1 The Isle of Thanet Photographic Society (known as “the Society”) totally respects members’ personal information and will only ask for information the Society really needs from members.

1.2 The Society will look after personal information and keep it secure. The Society will only share it with others where it needs their help to deliver its service to members (such as with the Kent County Photographic Association (KCPA), speakers or other clubs who may need a member’s email address for the purpose of arranging online meetings or notifications).

1.3 The Society will never share your information in any other circumstances – nor will the Society sell it on elsewhere!

1.4 The Society is a “data controller” within the UK. A data controller collects and uses personal information.

2. Introduction

2.1 The Society takes the privacy of its members and all other contacts very seriously. This privacy policy has been prepared in line with the General Data Protection Regulations (GDPR) as implemented by the Data Protection Act 2018. The Regulations promote fairness and transparency for all individuals in respect of their personal data. This privacy policy applies to all data we process, and by being a member of Society you consent to our collection and use of such data.

2.2 As a data controller the Society collects a variety of data in order to deliver our services and we will manage your personal data transparently, fairly and securely.

2.3 Members will be asked to provide us the following data:

First Name

Last Name

Postal Address

Home Telephone Number

Mobile Telephone Number

Email Address

The name and telephone number of a person to be contacted in the event of an emergency

Details of any photographic qualifications held (optional)

We will also require and record a date of birth for all persons applying for membership under the age of 16 in order that we can ensure that they are accompanied by a parent or guardian when attending meetings.

3. The Collection and Use of Data

3.1 The Society uses the above data to communicate with members on club matters only. Members' images may be shared on social media and in the printed media for publicity and promotional purposes when the member's name will be used unless you advise us otherwise.

3.2 The Society collects this data on the following lawful basis to carry out the ongoing activities of the club and when joining the Society, members will sign to confirm that they are happy for us to do so. Members may opt out at any time and their details will be deleted.

3.3 When members visit our website the Society also collects Cookies. These are small pieces of data that websites send to a user's computer and are stored on the user's web browser. They are designed to enable the website to record information such as number of visits to the site and duration of such visits.

3.4 The Society shares personal data with the following third parties:

a) Members' email addresses and images may be shared with other photographic clubs or societies, the Kent County Photographic Association (KCPA), the Photographic Alliance of Great Britain (PAGB), guest speakers or competition judges purely in order to arrange an invitation to an online meeting or to enter photographic competitions. These will not be stored and the Society will request that the data is deleted by the third party after the event.

b) Data will not be transferred outside of the UK or to any third parties other than as detailed above without the member's prior consent.

c) The Society may share access to members' personal data without the member's explicit consent; for example, if required by law, to protect the life of an individual, or to comply with any valid legal process, government request, rule or regulation.

d) The Society may share members' data in order to deliver our services to members as a photographic club within the Photographic Alliance of Great Britain (PAGB) and as an affiliate of the Kent County Photographic Association (KCPA) as well as for promotional purposes.

e) The Society will not make available members' contact details for any external electronic marketing and will refuse any request to cascade marketing material to members by electronic messages. However, at their discretion, members of the Committee may forward information that is relevant to the aims and objects of the Society.

f) Photographic images submitted to the Society for use on social media, in exhibitions, competitions or any other legitimate purpose may be used for publicity purposes in promoting the Society and its activities but the only data that would be made available to a third party would be the author's name, title of the image and any technical information appertaining thereto. Specific consent would be sought to use a member's image for any other purpose.

4. Keeping Data Secure

4.1 The data collected at 2.3 above will only be available to the Society's duly elected Committee.

4.2 Each member of the Committee shall keep the data secure and shall not make it available to third parties without the written (by letter, email or text) consent of the individual member.

4.3 Any member of the Committee who is not re-elected at the Annual General Meeting shall immediately thereafter destroy any member's personal data held by them, except the holder of the office of Membership Secretary who shall be entitled to pass the data to the incoming post holder.

4.4 Membership Secretaries may hold the data for up to 5 years after a member ceases to be a paid-up member of the Society, unless specifically requested by the lapsed member to destroy that data. Any published material that includes data may be held as part of the Society's archives and stored securely.

4.5 Any member of the Society who acquires personal data from social media sites or another organisation may not share that data with any other member.

4.6 Members must not make any post on social media which includes the personal information of another member without that member's specific permission.

5. Changes to the Society's Privacy Policy and Control

5.1 The Society may, through its Executive Committee or by resolution at an Annual General Meeting, change this privacy policy from time to time and will let members know by changing the date on this policy and notifying members of significant changes. By continuing your membership of the Society after those changes become effective, members agree to be bound by the revised privacy policy.

6. Members have the following rights and responsibilities

- the right to be informed about the collection and use of your personal data
- the right of access to your personal data and any supplementary information
- the right to have any errors in your personal data rectified
- the right to have your personal data erased
- the right to block or suppress the processing of your personal data
- the right to move, copy or transfer your personal data from one IT environment to another
- the right to object to processing of your personal data in certain circumstances, and the Society also gives you the option to manage your data via email or telephone.

6.1 While the Society does not hold personal data any longer than necessary the duration will depend on the member's relationship with the Society and whether it is ongoing.

6.2 Members should ensure that information held by the Society is accurate and up to date.

6.3 If a member chooses to opt out of providing personal information to the Society, they must make alternative arrangements to ensure that they are aware of and meet their obligations as a member in accordance with the Constitution.

7. Access to Personal Data

Under the GDPR members have the right to request information held by the Society. To make a request a member should contact the Membership Secretary who performs the function of Data Controller.

8. Data Controller and Compliance Officer

The Society's Executive Committee acts as the Data Controller but this role shall, in practice, be exercised by the duly elected Membership Secretary of the Society or as otherwise agreed by the Committee at the first meeting after each Annual General Meeting. A member of the Executive Committee shall act as "Compliance Officer".

9. Review

The policy shall be reviewed annually at the first meeting of the Committee after each Annual General Meeting.

Dated: 24 February 2021

ENDORSED AT THE ANNUAL GENERAL MEETING OF THE SOCIETY 14 JUNE 2021