

Tettenhall Wood Photographic Club Data Protection Policy

INTRODUCTION

Tettenhall Wood Photographic Club (the Club) is an Amateur Photography Club controlled by a committee elected by the Club Membership, which manages the Clubs best interests on a day-to-day basis. We are a member club of the Midland Counties Photographic Federation (MCPF) and affiliated to The Photographic Alliance of Great Britain (PAGB).

For the purposes of Data Privacy, the Club is the data controller.

The Club is committed to protecting members' privacy and processing personal data in accordance with The Data Protection Act (DPA 1998) and the General Data Protection Regulations (GDPR 2018). This policy explains how the information the Club collects about members is used and managed. It also explains members' rights to access their information under Data Protection Legislation. This policy is available to view from the Club website (twpc.org.uk) and can be provided in printed format if requested.

The club may share your personal information with the police or other law enforcement agencies for the legitimate purposes of crime prevention or detection. If we disclose your information, we ask the organization to demonstrate that the data will assist in the prevention or detection of crime, or that the Club is legally obliged to disclose it. This will be done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

No data will be forwarded for marketing purposes or used for any form of profit or gain.

THE INFORMATION WE COLLECT ABOUT MEMBERS

Members provide personal information when joining or renewing membership via the membership form, which can be completed by hand or electronically. The data provided includes: name, postal address, email address, telephone number(s), emergency contact (if volunteered), and any photographic qualifications. Additionally, some members volunteer bank account details to facilitate BACS payment of expenses.

Records of all club members' details are held in digital format in addition to membership forms submitted; all membership data is considered confidential and is only used by TWPC committee members as required for the effective management of the legitimate interests relating to the Club, including:

- Dealing with members' requests and enquiries
- To notify members about the club's programme of events, meetings, volunteering opportunities, subscriptions and feedback
- To collate club competition entries and results*
- For external submissions to exhibitions and competitions e.g. inter-club battles and MCPF Club based competitions and for publicity to promote the club*.
- Payment of expenses

NB. For those items marked *, names of photographers are published alongside their images and may be uploaded to The Club website and Facebook page; also, websites and printed publications of third-party providers (such as newspapers) and competition organizers e.g. MCPF. As such these details will remain public indefinitely.

THE INFORMATION WE COLLECT ABOUT JUDGES and SPEAKERS

Speakers and judges engaged to support the Club's activities provide personal data that includes: Name, postal address, email address, telephone number(s) and bank account details. Any details provided that are

not already in the public domain are considered confidential and are only be used by TWPC committee members as required for legitimate interests relating to the provision of the Club's activities.

Protecting your information

The data that is collected from members is held on the Club membership database and collated by TWPC Membership Secretary. Data collected from speakers and judges is held by the club Programme Secretary, and any bank account details by the club Treasurer. The data is held on personal computers and holders of this information will take all reasonable precautions to prevent access to the data by third parties.

Members and service providers are responsible for notifying the Club when there are changes to contact details. Members may also request that communication to them is stopped, or their details are deleted, it should be noted that this may reduce the value of an individual's membership, also; it will not result in the individual being erased from historic records e.g. competition results.

Email is the primary method for communicating with members, the BCC address line will be used to restrict the broadcast of members' email addresses.

Club competitions

An upload facility accessed through the Club website is used by members when entering Club competitions. The jpeg file submitted contains EXIF data which can include the photographers name and perhaps other personal details that the photographer may have added. Placed images in club competitions are loaded to the gallery on the Club website and Facebook page. Viewers of these published images may be able to read the associated EXIF data. If members do not wish other people to view this, such data should be removed before using the image uploader.

Google Drive Folder

TWPC maintains a Google drive folder for club documents. This is a repository for policies, minutes etc. and is only used for non-confidential club documents. No personal information, membership records or financial records are stored on this drive. All club members may access this folder if they specifically consent to their email address being used for this purpose.

FINDING OUT WHAT INFORMATION THE CLUB HOLDS ABOUT YOU.

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the Club's Data Protection Officer via the committee. You will also need to provide two forms of identification, for example, driving license, utility bill or passport, and, if appropriate, any particulars about the source or location of the information you are requesting.

DATA RETENTION

Any data that we collect from you will be deleted in accordance with the timescales set out below.

Type of Data	Timescale for Deletion
Club membership Data	3 years after the end of membership
Speakers and Judges data	5 years after last providing a service / activity
Historic archives	May be retained indefinitely, e.g. records of meetings, competition results, other event results.
Club Accounts history	5 years after the end of the accounting period