DATA PROTECTION POLICY FOR NEWPORT PHOTOGRAPHIC CLUB

Foreword

The General Data Protection Regulations (GDPR) requires any organisation holding personal data to have a Data Protection Policy. This policy for Newport Photographic Club (NPC) is available to view on the club website (www. newportphotoclub.com) and can be provided in written format to any member who wishes to see it.

1. Information Held by NPC

In order to be able to administer the running of the club, the Membership Secretary (Data Controller for the purposes of the GDPR) will maintain a record of club membership. This will consist of the following information:

Name

Address

Telephone number

E mail address

2. Purpose of Information Held

The information held will be used to inform members of upcoming events, photographic equipment for sale by members, club outings, competition invitations, changes of programme, agenda for AGM etc and other information that members need in connection with the running of the club

3. Implied Consent

Under the GDPR it is not necessary for members to give written consent for the club to hold this information. Existing and new members will be informed of the club policy on data protection. If they are content with the policy and do not object, there is an assumption of "implied consent". This is the procedure that NPC will operate. Club members are entitled to ask that only some (or none) of their personal information is held on the club database. In this case it will make it almost impossible for the Membership Secretary, the Competition Secretary and the Treasurer to check membership, confirm eligibility to enter club competitions and payment of subscriptions. In these circumstances the committee will consider whether the new member can be accepted.

4. Use of the information held

The information held is for the administration of the club. It will not be passed on to any marketing companies or be used for any form of profit or gain.

5. Holding of the information

The data base is maintained by the Membership Secretary (Data Controller). The following committee members will hold copies of the data base to enable them to administer the club

Chair & Vice Chair

Secretary

Competition Secretary and Assistant Competition Secretary

Treasurer

Webmaster

6. Security of the information held

The eight copies of the data base (see Holding of Information above) will be kept by the committee members on their home computers and holders will take all reasonable precautions to prevent access to the data by third parties. When the data base is updated previous copies will be destroyed.

If members are contacted by the use of Group E Mails, the BCC address line will be used to restrict the broadcast of member's e mail addresses.

7. Viewing of Information held

Members may ask the Membership Secretary to show them the personal information held about them.

8. Passing of information to third parties

Inevitably there will be occasions when the names of club members will be passed to third parties. Examples are;

Competition winning photographs being passed to the Newport Advertiser giving the name of the author. Only the author's name will be given.

Lists of photographs and author's names being passed to other clubs for inter-club competitions.

List of photographs and author's names being passed to organisations such as Midphot for entry into their competition.

"Implied Consent" will cover the above activities

9. Club website

Member's names will appear on the club website with their winning photographs after each club competition. Member's names may also appear on the website if they are committee members or if they are awarded trophies or if they have photographic distinctions such as awarded by the RPS or the PAGB.

"Implied Consent" will cover the above activities

10. Club Competitions

The Photo Entry website will be used by club members to upload their images for use in club competitions. Author's names will be visible to the site's Administrators (Chair, Competition Secretary and Assistant Competition Secretary). Before a club competition is run, the Competition Secretary will produce a Running Order of the images to be judged. This will be e mailed to all club members using the BCC address line and will show the names of authors.

Digital photographs have an embedded file which contains EXIF (Exchangeable Image File) data. By default this file shows the date the image was taken, when it was last modified, and camera/lens settings used when the picture was taken. Further information such as the author's name, address, e mail address etc can be added by the author. Members should be aware that anybody viewing the images that have been placed in a club competition and that appear on the club's gallery website (see "Club Website above), can access the EXIF data file. If members do not want other people to see this information they should remove it before uploading it for a competition.

11. Disposal of Information Held

When a member leaves the club, the Membership Secretary will remove their personal information from the master database and issue an updated copy to each holder listed in item 5. Each holder will then delete their previous copy, as set out in item 6.

End