

WESTFIELD PHOTOGRAPHIC CLUB DATA PROTECTION POLICY

Westfield Photographic Club (WPC) is affiliated to The Photographic Alliance of Great Britain (PAGB) and The North and East Midlands Photographic Federation (N&EMPF). WPC is committed to complying with the Data Protection Act (2018). Under this Act, WPC is a data controller, exempt from notifications. WPC holds personal information for the purpose of running the club and its activities.

WPC policy:

1. The holding of personal information on paper or electronically is limited to that required for the following purposes:
 - Establishing, administering, maintaining membership
 - Supporting WPC in all its activities, including internal and external competitions
 - Informing, providing and administering WPC activities for members
2. The personal information that is held is restricted to that which is relevant to the relationship between WPC, members of the club and external personnel that become involved in club activities.

For the purposes of membership, this information comprises:

- Name
- Telephone number (may be withheld)
- Home address (may be withheld)
- E-mail address
- Details related to subscriptions, photographic awards and records of entries to events
- Other similar information that may be necessary to facilitate the effective management of the legitimate interests of WPC.

For the purposes of arranging and facilitating club activities, WPC holds the name and contact details of judges, guest speakers and any other party connected with the operations of the WPC.

3. As a condition of membership, members give their permission for personal data as outlined above to be held by the WPC for legitimate interests, unless specific details are withheld. In addition, members agree to be contacted by e-mail or phone by WPC with information of various kinds related to club activities and functions including the relay or forwarding of appropriate information from third parties. Any member that does not wish to be contacted in this way needs to inform the club secretary in writing by e-mail or post.

Consent for WPC to hold relevant personal data of external personnel is implied by association with WPC to facilitate its activities.

4. The Treasurer is responsible for maintaining and ensuring the accuracy of the membership list, personal details of the membership and keeping it up to date. It is the responsibility of members to inform the Club Secretary or Treasurer of any changes in their details. All WPC officials maintaining personal data are required to take reasonable steps to ensure the accuracy and safe keeping of the data. All WPC officials will take reasonable steps to keep WPC data separate from their own personal data.
5. The membership list and personal details are held in electronic form, on a password protected site accessible to Committee members only. A paper copy of the membership list is held in a safe place by the Treasurer to facilitate club administration as needed.
6. Access to members' personal data is restricted to Committee members and, where approved by the Committee, to other non-committee members within the club to use for the legitimate interests, running and administration of WPC.
7. WPC will be required to release names of authors of submitted entries to third parties to facilitate events, exhibitions, competitions and the like. The names may be used in publications in relation to successful entries. It is taken that permission is given for this by virtue of the submission itself.
8. WPC will not pass on personal details to any third-party commercial organisations without the express consent of the member(s).
9. Any member wishing to raise concerns about or verify the accuracy of their personal data held by WPC can do so by written (e-mail or letter) request to the Club Secretary. WPC will provide the personal details that are held within 21 days.
10. Any member may request WPC to delete all their personal data held by the Club. In such circumstances, however, any such member will not receive any e-mail contact from WPC and will not be able to participate in any competitions of WPC.
11. Upon leaving WPC, a member's personal data will be removed from club records within a reasonable timescale. This will usually be undertaken by the end of the WPC year following the member leaving WPC. However, historical data regarding the member's involvement in the club, achievements and any positions held by the member will be retained as part of the club archives and may be retained indefinitely. This includes records of meetings, handbooks, catalogues, awards, event results and the like.
12. The Data Protection Policy of WPC will be reviewed annually.