

# Poulton-le-Fylde Photographic Society

Affiliated to the Lancashire and Cheshire Photographic Union



## DATA PROTECTION POLICY

### 1. OVERVIEW

A database of members' contact details is maintained by the Society. Care is taken to protect this information, as required by law and as set out in the steps below.

### 2. DATA PROTECTION ACTS

The Data Protection Act of 1984 introduced a requirement that the holders of any computer database of personal information should register with the Information Commissioner, except Not For Profit Organisations such as Poulton-le-Fylde Photographic Society. The Data Protection Act of 1998 further extended these provisions to the duty of care in maintaining paper-based records. The General Data Protection Regulations 2018 increased the rights of the individual to control how their data is held and used.

### 3. RECORDS HELD

The records held on the database are:

- Name, home address and telephone number(s).
- Email address (if provided).
- Photographic honours.
- Photographic interests (if provided).
- Year of initial membership of the Society.
- Type of membership (Honorary, Full, Junior etc) and current subscription paid.

### 4. USES MADE OF COMPUTER RECORDS

The following are examples of usages made of the computer data:

- Printing of address labels for the distribution of newsletters and Syllabus programme.
- Contact details provided, in print form, for Officers in need of such data eg Chairman, Secretary, Treasurer, Competition and Exhibition Secretaries. These records will be held for no longer than one year after membership lapses and will normally be destroyed whenever a newly updated list is provided.
- Membership details provided in electronic form to the Internal Competition Secretary for the purpose of the Quarterly League Table.
- Circulation of news updates, club information etc by email.
- L&CPU purposes - eg providing total club membership and entry to individual and club competitions.

### 5. CONFIDENTIALITY OF PERSONAL INFORMATION

- Personal membership data will **never** be passed on to any external organisation or individual, except as needed for the entry to external competitions such as those of the L&CPU and PAGB.
- Any member may check the accuracy of details held on the database at any time. They may also ask for contact details (eg telephone numbers or email addresses) to be changed or removed.
- Address and telephone details will be made available to Officers of the Society, but not normally to the general membership.
- A list of updated email addresses will be circulated at intervals within the membership by email, but only as an attached file to make the automatic harvesting of these addresses more difficult.
- All emails sent to the general membership will be sent blind carbon copy, to prevent the easy or automatic harvesting of email addresses.

## 6. CESSATION OF MEMBERSHIP

If an individual membership lapses, general Society emails will continue to be circulated for six months after subscriptions become due. Additionally, the following year's syllabus will be posted out to the address held on the Society database. Records will be retained on the electronic database for no longer than one year after membership lapses.

In order to maintain a historical record of the Society's membership over the years, a full membership list will be printed out onto paper at the end of each membership year and held indefinitely. This will be helpful in the case of an individual rejoining the Society (eg for the purpose of restoring their old competition number) or making contact with ex-members.