

## **Kettering and District Photographic Society Data Protection Policy**

Kettering and District Photographic Society (KDPS) is established with the objects set out in its constitution and is a data controller with legitimate interest (as recognised by the Data Protection Act 2018) within the UK.

The personal information referred to in this Policy could include

Name

Address

Telephone Numbers

Email Address

Records of entries to events and other information as may be necessary for the effective management of the legitimate interests of KDPS.

Any person wishing to verify the information held by KDPS may apply to the Membership Secretary.

KDPS collects and holds personal data about:

- The Committee and its current members. The information is stored on a password protected computer file and also in a KDPS Dropbox with access by limited/select members of the committee only. Data is retained as long as a valid membership is held, thereafter all personal data will be deleted unless an ex-member requests to remain on the Newsletter email list.
- Others necessary for the conduct of the business of KDPS (for example Judges & Speakers contact information)
- Photographers are creators of images used in the activities of KDPS. This information may be used in the publication of materials, results, awards or other publicity related to KDPS's objects.
- For inter-club competitions, personal data will need to be passed to other data controllers and it will be the duty of the external competitions secretary to check that the receiving Club has the correct processes in place.
- KDPS may retain historical archives (either in paper or electronic form) for example, but not limited to, records of meetings, handbooks, programmes, awards and other event results.
- KDPS will retain copies of all competition images either on the web page server or the Society's password protected laptop.

The list of members' email addresses will be used to circulate news of forthcoming KDPS events, competition entry dates and similar information considered to be of interest to members. Emails to more than one member will use the Bcc feature, except where a member has given permission for specific contact details to be visible to specific members (for example, emails between committee members). Members will have to opt in to receiving these emails and can then choose to be removed from the circulation list at any time by contacting the Membership Secretary. The email list will not be used to circulate marketing material from external companies or services.

Kettering and District Photographic Society has a presence on various social media platforms which currently includes Facebook, Twitter and Instagram. Placed competition images (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, highly commended and commended) will be displayed on these various platforms unless a member requests this doesn't happen. The use of placed images on social media platforms by Kettering and District Photographic Society should not be construed as an infringement of an individual's copyright of their image.

Kettering and District Photographic Society reserves the right to add or remove its presence on any social media platforms if the committee feels this is appropriate at the time. Kettering and District Photographic Society also reserves the right to amend this Data Protection Policy at any time.