

Woodley Photographic Club Data Protection Policy



Date: 26/01/2019 (v3.2)

The Woodley Photographic Club (WPC) is established with the objects set out in its constitution to serve the interests of its members. Personal information referred to in this policy may include member name, contact details, associations, photographic qualifications, awards, record of entries and results in competitions and other events.

Any person wishing to verify the personal information held by WPC or who can correct or update that information may apply to the WPC secretary or the WPC chairperson. See the WPC website for details. WPC is the Data Controller within the U.K

WPC collects and uses member personal data for the administration of the club. This includes contact details associations and photographic qualifications, competition results, images, internal and external competitions, records of work, photographic qualifications. Personal contact information is stored by the WPC secretary as the original membership form and held in a data format in a secure email account. The WPC secretary may on request provide relevant contact details to a current WPC committee member for the sole purpose of WPC business, this includes maintaining a periodic secure backup of member data by the current committee chairperson.

Members have the right not to share their personal data however WPC will not be able to administer their membership and they will not be able to enter WPC competitions or hire WPC equipment.

Email communication from the WPC secretary, WPC committee member or WPC special event volunteer officials must be via Bcc: only.

WPC may use (see membership form) any photographic Images that you have submitted, in any area of the WPC website, WPC history archives and may also be used to promote WPC during your membership and after your membership has lapsed.

Personal data is not shared with any other third party except where their during membership their competition high scoring photographic images are entered by WPC into its external competitions then their name is used to identify them as the author of the images and their home club.

The member needs to advise WPC that as the member of another club, they have already have submitted the same images in the same external competition/league that WPC wishes to enter their high scoring images for.

WPC recognises that the copyright of all images submitted remain with the author.

WPC is not responsible for any EXIF or personal data information contained within your image files.

Note: EXIF information :- Author Name and Title can be used by the WPC projection (PDI) software.

WPC committee members (past and present), volunteer officials are reminded that they must maintain separations between WPC member personal data, WPC generic data, their stored data from other clubs, societies, associations and their domestic data. WPC data may only be used solely for WPC business.

Resigning WPC committee members must delete/destroy any WPC personal data that they hold after they completed their handover to the incoming WPC committee member.

WPC member personal data, WPC generic data may not be distributed by any means to any other third party except to identify the name of a specific member as the author of a specific piece of work in order to confirm copyright.

Special event volunteer officials for internal WPC events may request email contact details of those members also taking part in that same event from the WPC secretary. These special event volunteer officials must securely delete/destroy those email details after the event has taken place and confirm to the WPC secretary that they have done so. Special event volunteer officials are reminded that they must not distribute by any means these contact details to any other person or third party.

Special event volunteer officials for external events other than competitions (see above) may not distribute any WPC member or WPC data.

WPC will not cascade marketing materials to its members by electronic messages.

WPC will not make its membership lists available for electronic marketing.

WPC member personal data is not to be shared or distributed by any means to any third party.

WPC member personal contact data is deleted/destroyed one year after lapsed membership unless a member requests via the WPC secretary to remain on the email lists or to be advised via email of any prestige keynote speakers.

WPC committee members may at their own discretion provide their contact details to another party for the sole purpose of running WPC business. e.g Woodley Town Council.

WPC Handbooks will only be issued to fully paid up active members of the WPC.

WPC committee members have the right to choose what contact information (if any) and/or image (if any) they wish to be displayed within the member handbook, on the WPC website and any other WPC material produced for publicity use. General member contact information may not be used in any form of publicity material.

WPC business records will normally be held for a minimum of five years.

WPC may retain historical archives indefinitely, for example but not limited to, records of meetings, handbooks, awards, competition results, competition images, WPC banking, generic WPC related images or materials.