



Woodley Photographic Club

Legal Documents

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Website Copyright

Last updated: 18 Aug 2026 17:33

Copyright and intellectual property notice.

Welcome to the Woodley Photographic Club ("the Club"). As a photographic society, we respect the intellectual property rights of our members, guest contributors, and the wider creative community. This document outlines the legal terms regarding the copyright of photographs and content displayed on our website (<https://woodleyphoto.co.uk>), submitted to club competitions, or used in club promotions.

1. Ownership of Copyright

Under UK law (Copyright, Designs and Patents Act 1988), copyright automatically belongs to the author/photographer the moment an image is captured.

- **Photographer Retains Full Rights:** Woodley Photographic Club acknowledges that you retain full ownership and copyright of any photograph you submit to the Club.
- **No Transfer of Ownership:** Submitting your photographs for club galleries, internal competitions, exhibitions, or social media does not transfer ownership or copyright to the Club.

2. Limited License Granted to the Club

By submitting images to the Club (via website upload forms, member portals, email, or physical media) for competitions, exhibitions, or online galleries, you grant Woodley Photographic Club a non-exclusive, royalty-free, worldwide license to:

1. Display the image on the official Woodley Photographic Club website (<https://woodleyphoto.co.uk>).
2. Share the image on official, Club-managed social media channels explicitly to showcase member achievements and promote club events.
3. Feature the image in internal club communications, digital newsletters, and annual programme guides.
4. Submit the image to inter-club, regional, or national competitions (such as the Southern Counties Photographic Federation or the Photographic Alliance of Great Britain - PAGB) where you have explicitly entered or agreed to represent the Club.

Federation & External Sublicensing Restrictions

When the Club submits member images to external bodies (e.g., SCPF, PAGB), such submissions are strictly bound by the receiving organization's non-commercial competition rules. The Club will never

authorize third parties to commercially sublicense, sell, or exploit member images.

Scope & Limitations of License Revocation

- You may request the removal of your images from our public web galleries at any time by contacting the Club Secretary or Webmaster in writing.
- Upon receipt of a valid removal request, the Club will remove the specified image from its online website galleries within 14 business days.
- **Exceptions to Revocation:** License revocation operates prospectively for web display. It does not apply retroactively to:
 - Permanent historical competition scoring logs or archived league tables.
 - Physical printed media, catalogues, or programme guides already published.
 - Submissions already transferred to external competition bodies (e.g., SCPF, PAGB) prior to the removal request.

3. Member Warranties & Legal Guarantees

When submitting an image to the Club website or internal competitions, you guarantee and warrant that:

- **Originality:** The image is entirely your own original work, captured by you.
- **No Infringement:** The image does not infringe upon the copyright, trademark, privacy, or intellectual property rights of any third party. AI-generated elements, composites, or stock assets must comply strictly with the rules of the active club competition category.
- **Model & Property Clearances:** Where a living person is clearly identifiable in a portrait style or private setting, you have obtained necessary permissions or hold a lawful basis under UK GDPR to capture and present the image. You accept full legal responsibility for ensuring the image complies with reasonable privacy expectations.

4. Digital Image Safeguards

The Club implements reasonable technical safeguards to deter unauthorized copying:

- **Display Resolution Caps:** Images uploaded to public web galleries are limited to screen-display resolution (e.g., maximum 1920 pixels on the long edge at standard screen resolution). High-resolution source files are strictly reserved for projection/judging engines or physical printing and are never publicly accessible.
- **Metadata Integrity:** The website system retains embedded EXIF data, artist attribution, and copyright tags where technically supported by image processing libraries.

- **Watermarks:** Members are permitted and encouraged to apply a non-intrusive digital copyright watermark (e.g., © [Your Name] 2026) to submitted digital images.

5. Third-Party Misuse & Limitation of Liability

While reasonable technical measures are taken, the internet is an open medium.

- The Club is not legally liable for unauthorized downloading, screenshotting, or third-party infringement of images hosted on our platform.
- If notified that a member's work hosted on our platform has been stolen or misused by a third party, the Club will provide relevant server log data within our technical possession to assist the author in pursuing a legal claim.

6. Notice and Takedown Procedure (UK Electronic Commerce Regulations)

If you are a copyright holder or authorized agent and believe that content hosted on <https://woodleyphoto.co.uk> infringes upon your legal copyright, please submit a formal Takedown Request.

Your notice must contain:

- Identification of the copyrighted work claimed to have been infringed.
- The exact URL link or webpage location of the disputed material on our site.
- Your full legal name, email address, and telephone number.
- A statement confirming that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law.

Send Takedown Notices to: webmaster@woodleyphoto.co.uk

Verified infringing content will be removed within 5 working days of receipt.

Data Protection

Last updated: 19 Aug 2026 16:13

How Woodley Photographic Club handles your personal data.

Woodley Photographic Club ("the Club") is committed to protecting the privacy, confidentiality, and data protection rights of its members, visitors, and competition entrants. This policy details how we process personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Data Controller Details

Woodley Photographic Club acts as the Data Controller for all personal data collected for club administration, website user accounts, memberships, and events.

- Data Controller: Woodley Photographic Club
- Contact Email: secretary@woodleyphoto.co.uk
- Website: <https://woodleyphoto.co.uk>

2. Principles of Data Processing

All personal data processed by the Club is handled according to the core principles of UK GDPR:

- Processed lawfully, fairly, and transparently.
- Collected only for specified, explicit, and legitimate operational purposes.
- Adequate, relevant, and limited strictly to what is necessary.
- Kept accurate and, where necessary, kept up to date.
- Retained only for as long as necessary for the specified purposes.
- Processed securely using appropriate technical and organizational measures.

3. Categories of Personal Data Collected

We collect and process personal data necessary to manage club membership, facilitate competitions, and run our web portal:

- **Identity & Contact Data:** Full name, email address, postal address, telephone number.

- **Membership & Financial Data:** Subscription tier, renewal status, transaction history (note: payment card details are handled entirely by PCI-compliant third-party payment gateways and are never stored on our servers).
- **Competition Records:** Image submission titles, scores, awards, distinctions, and historical league standings.
- **Technical & Account Data:** Portal username, hashed passwords, IP address, login logs, and web session data.
- **Junior Members (Under 18s):** Contact details of parents or legal guardians, alongside verified written consent forms. Junior members may only attend Club activities when accompanied by a parent, guardian, or other responsible adult — see our Safeguarding Policy.

4. Lawful Bases for Processing

We process personal data under the following legal bases pursuant to Article 6 of the UK GDPR:

- **Contractual Performance (Art. 6(1)(b)):** Processing required to administer your membership agreement, process payments, and provide member access to services and events.
- **Legitimate Interests (Art. 6(1)(f)):** Processing required to publish competition scoreboards, maintain historic club award archives, organize club meetings, manage website security, and communicate administrative updates.
- **Consent (Art. 6(1)(a)):** Express consent obtained for optional marketing communications or specific publicity requests.
- **Legal Obligation (Art. 6(1)(c)):** Retaining financial accounting records to comply with statutory legal requirements.

5. Third-Party Data Sharing

The Club does not sell, rent, or trade personal data to third parties. Data is shared only under strict operational necessity:

- **Competition Federations:** Author names and image details submitted to regional or national bodies (e.g., The Chilterns Association of Camera Clubs, The Photographic Alliance of Great Britain) when members represent the Club.
- **Data Processors:** Trusted technical vendors providing hosting, website maintenance, email infrastructure, and payment processing (Square, for off-platform membership/event payments) under signed data processing terms.
- **AI Photo Critique:** If you use the optional AI photo critique feature, your message text, the photo title, and the AI's response are sent to a third-party AI provider — Anthropic and/or Google

(Gemini), depending on configuration – to generate the critique.

- **Legal Compliance:** Authorities or law enforcement agencies where mandated by UK statutory law.

International Data Transfers: Our AI photo critique provider(s) (Anthropic and/or Google) are based outside the UK. Where personal data is transferred to them, we rely on the UK's International Data Transfer Addendum (IDTA) to the EU Standard Contractual Clauses, and/or the receiving country's UK adequacy status, as the appropriate safeguard under UK GDPR Chapter V. You can request further details of the specific safeguard relied on by contacting secretary@woodleyphoto.co.uk. If you do not wish your data to be transferred in this way, simply do not use the AI photo critique feature – it is entirely optional and no other part of the site depends on it.

6. Data Retention Periods

- **Active Members:** Data retained throughout the duration of active membership.
- **Lapsed Members:** Basic contact and financial transactional records retained for 6 years following membership expiry for financial audit and compliance purposes.
- **Historical Competition Archives:** Names, image titles, scores, and club awards are retained permanently as part of the Club's public historical archive unless a legitimate request for restriction/erasure is granted.

7. Your Legal Data Rights

Under the UK GDPR, you have the following enforceable rights:

- **Right of Access:** Request a copy of the personal data held about you (Subject Access Request).
- **Right to Rectification:** Request correction of inaccurate or incomplete personal data.
- **Right to Erasure ("Right to be Forgotten"):** Request deletion of your personal data, subject to legal and auditing retention exemptions.
- **Right to Restrict / Object:** Object to or restrict specific processing activities based on legitimate interests. This includes declining to use the optional AI photo critique feature (see Section 5) – since it is opt-in and processed only when you actively choose to use it, objecting is as simple as not using the feature; no separate request is needed.
- **Right to Data Portability:** Request transfer of provided data to another service provider in a structured format.

To exercise any of these rights, contact secretary@woodleyphoto.co.uk. You also have the legal right to submit a complaint to the Information Commissioner's Office (ICO) at <https://ico.org.uk> or by calling 0303 123 1113.

Website Privacy Policy

Last updated: 18 Aug 2026 17:32

How this website collects and uses data.

This Website Privacy Policy explains how Woodley Photographic Club ("we", "us", "our") collects, processes, and protects personal information when you visit or interact with our website at <https://woodleyphoto.co.uk>.

1. Information Collected Automatically

When browsing our site, certain technical information is recorded automatically by our web infrastructure:

- **Log Data:** IP address, browser software, operating system, referring URL, pages viewed, time spent, and server request timestamps.
- **Activity Logs:** We keep a record of account activity — logins, logouts, registrations, page views, downloads, and emails sent — each entry includes the associated IP address and browser user-agent. This log is used to maintain site security and diagnose faults, and is also visible to committee members as a general record of member activity on the site (e.g. which pages and resources are being used). Activity log entries are retained for up to 12 months and then automatically deleted.

2. Information You Actively Provide

- **Member Accounts & Registration:** Full name, email address, contact details, and encrypted password credentials when creating an account or subscribing to membership.
- **Contact & Feedback Forms:** Name, email address, subject line, and message contents submitted via web communication forms.
- **Competition & Gallery Uploads:** Images and titles uploaded via the member portal. Where present in the uploaded image file, we also read and store camera/shooting metadata (EXIF) — camera make and model, focal length, aperture, shutter speed, ISO, and the date/time the photo was taken. This is used, for example, to verify that photo challenge entries were taken within the eligible date window. We do not extract or store GPS/location data from images.
- **Membership Payments:** Membership fees and event passes are not paid through this website — they are collected off-platform via our external Square shop or in person (cash/card at the door). The website only records, at an administrator's discretion, that a payment has been received and for which season, so that member access can be kept up to date. We do not process, transmit, or store any card or payment transaction data on this website.
- **AI Photo Critique:** If you use the optional AI photo critique feature, the text of your message, the

photo title, and the AI's response are sent to a third-party AI provider (Anthropic and/or Google, depending on configuration – see Section 5) to generate the critique, and a copy of the conversation is retained in our activity log as described in Section 1.

3. Purpose & Legal Basis of Processing

We process personal data on the website to:

- Authenticate user logins and secure access to member-only areas.
- Manage competition and gallery uploads, judging procedures, and score displays.
- Respond to inquiries submitted through contact forms.
- Record membership status against payments made off-platform (Square shop / at the door) and manage access accordingly.
- Provide the optional AI photo critique feature, where used.
- Maintain website stability, prevent fraud and abuse, and enforce site security.
- Give committee members a general view of site activity for club administration purposes.

4. Cookies & Web Storage Disclosure (PECR Compliance)

Under the Privacy and Electronic Communications Regulations (PECR), we disclose the specific cookies and browser storage technologies used on our site:

Name / Key	Type	Expiry	Purpose
.AspNetCore.Antiforgery.*	Strictly Necessary Cookie	Session	Prevents Cross-Site Request Forgery (CSRF) attacks on forms.
.AspNetCore.Identity.Application	Strictly Necessary Cookie	Session / 14 Days	Authenticates logged-in members and protects portal routes.
.AspNetCore.Identity.StatusMessage	Strictly Necessary Cookie	Single-use	Carries a one-time confirmation/error message across a page redirect (e.g. after changing your password).
wpc_dl_*	Strictly Necessary Cookie	Short-lived (minutes)	Authorises a one-time file download you have requested (e.g. a backup or export you triggered).

wpc_theme	Functional (Local Storage)	Persistent	Remembers your light/dark theme preference.
wpc_reduce_animations	Functional (Local Storage)	Persistent	Remembers your reduced-motion/accessibility display preference.
wpc_notif_states	Functional (Local Storage)	Persistent	Remembers which site notifications you have dismissed.
Embed "always load" preference	Functional (Local Storage)	Persistent	Remembers your choice to always load a given third-party embed (see Section 5) without asking each time.

Third-Party / Advertising Cookies: None. We do not run analytics, advertising cookies, tracking pixels, or behavioural profiling tools. Third-party maps and video embeds (Section 5) are click-to-load and set no cookies or storage unless you deliberately choose to load them.

You can configure your web browser to block cookies, but disabling strictly necessary session cookies will prevent you from logging into the member portal.

5. Third-Party Services & Web Links

Where personal data is shared with third parties in order to run the website, we use:

- **Email delivery:** Outgoing account and notification emails (including your email address and message content) are sent via our email delivery provider.
- **AI Photo Critique (optional feature):** If you choose to use this feature, the photo title and your message text are sent to Anthropic and/or Google (Gemini), depending on which provider is configured, in order to generate a critique.
- **Maps and video embeds:** Pages such as "Find Us" and tutorial videos may offer embedded Google Maps, YouTube, or Vimeo content. These are not loaded automatically — they only load, and only then set any cookies or contact the third party, after you click to load them. You may optionally choose to have a provider "always load" in future, which is remembered in your browser's local storage (Section 4).

Our site may also contain links to other external third-party websites (e.g. equipment vendors, venue maps, regional federations). We hold no responsibility for the content, security, or privacy practices of external web services you visit via these links.

6. Technical Security Measures

We deploy strict technical and organisational controls to safeguard personal data, including:

- Encrypted web connections (HTTPS/TLS) for all traffic to the site.
- Industry-standard cryptographic password hashing — passwords are never stored in plain text.
- Role- and group-based access controls restricting who can view or manage member data.

7. Amendments to This Policy

We reserve the right to amend this Privacy Policy as required by changes in legislation or club operational practices. Updated versions will be published on this page with a revised "Last Updated" date.

Contact: webmaster@woodleyphoto.co.uk

Website Terms & Conditions

Last updated: 18 Aug 2026 18:08

Terms governing use of this website.

Welcome to the Woodley Photographic Club website (<https://woodleyphoto.co.uk>). By accessing, browsing, registering an account, or purchasing memberships/services on this website, you agree to be bound by these Terms and Conditions.

1. Acceptance of Terms

If you do not agree to these Terms and Conditions, you must immediately cease using the website. Continued site interaction constitutes full acceptance of these terms.

2. Member Accounts & Security

- **Account Creation:** To access specific member features (such as competition portals), you must register an account and provide accurate information.
- **Credential Security:** You are solely responsible for maintaining the confidentiality of your login credentials. You accept responsibility for all activity occurring under your account.
- **Account Suspension:** The Club reserves the right to suspend or terminate user accounts that breach these terms, post inappropriate content, or compromise system security.

3. Membership Fees, Event Payments & Cancellation

How payment works: Membership fees, event passes, and workshop fees are not taken through this website. Payment is collected off-platform, either via our external Square shop (a separate, PCI-DSS compliant checkout hosted by Square) or in person (cash or card) at a club meeting or event. The website itself does not process, transmit, or store any card or payment transaction data — an administrator simply records, at their discretion, that a payment has been received and for which season, so that member access can be kept up to date.

Distance selling / statutory cancellation rights: Because no payment is taken through this website, purchasing or renewing membership *on this site* is not itself a distance contract under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Where a payment is made online via our Square shop, that purchase is subject to Square's own checkout terms, and any statutory cancellation right is assessed against that transaction — not against this website.

In any event, annual club membership is a service linked to a specific period of performance (the club season), which falls within the leisure-activities exemption at regulation 28(1)(b) of the 2013

Regulations. Accordingly, the Club does not represent that a statutory 14-day cancellation right automatically applies to membership purchases. If you wish to cancel a membership or request a refund, contact the Treasurer, and the Club will consider the request on its individual circumstances.

Event and workshop tickets: Tickets for specific dated events, workshops, or lectures are non-refundable once the event has taken place, and may be non-refundable closer to the event date at the Club's discretion – see the event listing for details.

Refund requests: Submit any refund or cancellation request in writing to treasurer@woodleyphoto.co.uk.

4. Intellectual Property & Permitted Use

- **Website Content:** All text, website layout, graphics, software code, and photographs displayed on this site are protected by UK and international copyright laws.
- **Prohibited Actions:** Users must not:
 - Download, copy, scrape, or reproduce member photographs without explicit written authorization from the copyright holder.
 - Attempt unauthorized access to restricted server directories, administrative tools, or databases.
 - Transmit viruses, malicious code, or corrupt files.
 - Post offensive, harassing, defamatory, or unlawful material in interactive areas.

5. Accessibility & Reasonable Adjustments (Equality Act 2010)

Woodley Photographic Club is committed to making its digital services accessible to all users. We aim to conform to Web Content Accessibility Guidelines (WCAG) 2.1 AA standards. If you experience difficulty accessing any part of this website or require information in an alternative format, please contact webmaster@woodleyphoto.co.uk.

6. Submissions & User-Generated Content

By submitting photographs, comments, or form entries to the website, you warrant that you hold all necessary legal rights to the content and that your submission complies with our Website Copyright Policy.

7. Website Availability & Disclaimers

- **Service Provision:** The website is provided on an "as is" and "as available" basis. The Club does not warrant uninterrupted or error-free web access.
- **Accuracy of Information:** While reasonable efforts are made to ensure programme schedules, speaker listings, and competition rules are accurate, the Club accepts no liability for inadvertent

errors, omissions, or last-minute schedule changes.

8. Limitation of Legal Liability

To the maximum extent permitted by English law, Woodley Photographic Club, its elected committee officers, and volunteers shall not be liable for any direct, indirect, incidental, or consequential loss or damage arising from your use of, or inability to use, this website or its services.

9. Jurisdiction & Governing Law

These Terms and Conditions are governed by and construed in accordance with the laws of England and Wales. Any legal disputes arising under or in connection with these terms shall be subject to the exclusive jurisdiction of the courts of England and Wales.

10. Amendments to These Terms

We reserve the right to amend these Terms and Conditions as required by changes in legislation or club operational practices. Updated versions will be published on this page with a revised "Last Updated" date. Continued use of the website after an update takes effect constitutes acceptance of the revised terms; if you do not agree with a change, you should stop using the website and may contact the Secretary to discuss your membership.

11. Legal Enquiries & Contact Details

Woodley Photographic Club

General Enquiries: secretary@woodleyphoto.co.uk

Website & Technical Support: webmaster@woodleyphoto.co.uk

Website: <https://woodleyphoto.co.uk>

Safeguarding Policy

Last updated: 18 Aug 2026 17:32

How Woodley Photographic Club protects children and young people involved in Club activities.

1. Purpose & Scope

Woodley Photographic Club ("the Club") is committed to the safety and welfare of all junior members and any other children who take part in, or are present at, Club meetings, outings, competitions, and events. This policy sets out how the Club approaches child safeguarding and what members and visitors can expect.

This policy applies to all Club members, committee officers, volunteers, and guests, in respect of any child (a person under 18) attending a Club activity.

2. Policy Statement

The Club takes the view that the welfare of children is paramount. The Club has no paid staff and does not organise activities specifically for unaccompanied children; its normal practice, set out below, is designed to keep the Club's own safeguarding obligations proportionate to a small volunteer-run hobby society while still protecting young people who attend.

3. Attendance by Junior Members

Junior members (under 18) may attend Club meetings, outings, and events only when accompanied at all times by a parent, guardian, or other responsible adult who remains present for the duration of the activity. The Club does not provide supervision, chaperoning, or a duty of care for unaccompanied minors, and committee members and volunteers are not acting in loco parentis. The accompanying adult is responsible for the junior member's welfare, conduct, and safety throughout.

Because junior members are never left in the sole care of Club members or volunteers, the Club's activities do not constitute "regulated activity" with children for the purposes of the Safeguarding Vulnerable Groups Act 2006, and the Club does not require its committee or volunteers to hold an Enhanced DBS check. This position is kept under review and will change if the Club's activities change (for example, if it were to run unaccompanied junior sessions).

4. Photography Involving Children

Given the Club's purpose, photography of children (including junior members) by other members is a normal part of Club activity. The following applies:

- A parent or guardian's written consent must be obtained before a child is deliberately photographed

as the main subject of an image intended for display, competition entry, or publication (see Section 5).

- Photographers should avoid images that are intrusive, sexualised, or focus unnecessarily on a child in a state of undress (e.g. swimwear at outdoor events), consistent with published guidance from the Photographic Alliance of Great Britain (PAGB) and equivalent bodies.
- Incidental images of the general public, including children, taken at open events (e.g. wide shots of a public location) are treated under ordinary photographic practice and do not require individual consent, but any image where a child is individually identifiable and is a deliberate subject follows the consent requirement above.
- Any concern about a photograph involving a child should be raised immediately with the Welfare Officer (Section 8) and, where appropriate, the image removed pending review.

5. Online Publication & Data Protection

Where a photograph of a junior member is published on the website, in competition results, or in Club communications:

- This is done under the consent obtained from the parent/guardian as described in our [Data Protection](https://woodleyphoto.co.uk/about/legal#data-protection) (https://woodleyphoto.co.uk/about/legal#data-protection) policy (Section 3, Junior Members).
- A parent or guardian may withdraw consent and request removal of their child's image or name at any time by contacting chair@woodleyphoto.co.uk, in line with the removal process in our [Website Copyright](https://woodleyphoto.co.uk/about/legal#website-copyright) (https://woodleyphoto.co.uk/about/legal#website-copyright) policy.
- The Club will avoid publishing a junior member's full name alongside their photograph and home location where a parent/guardian requests this additional precaution.

6. Roles & Responsibilities

- **Committee:** Collectively responsible for ensuring this policy is followed and for deciding on any safeguarding concern raised.
- **Welfare Officer:** The Club Chair holds the role of Welfare Officer and is the designated point of contact for any safeguarding question or concern. Contact via chair@woodleyphoto.co.uk, or in person at any Club meeting.
- **All members:** Expected to behave appropriately around junior members at all times, and to raise any concern promptly rather than investigate it themselves.

7. Recognising & Responding to a Concern

A safeguarding concern may include, but is not limited to: a child appearing distressed, injured, or neglected; a child disclosing that they have been harmed; or a member or visitor behaving inappropriately towards a child.

If you have a concern:

- Do not investigate or question the child yourself.
- Keep a factual, written note of what was seen or said, with the date and time, as soon as possible.
- Report it promptly using Section 8 below.

8. Reporting a Concern

- **Non-urgent Club concerns:** Contact the Welfare Officer (Club Chair) at chair@woodleyphoto.co.uk, or any committee member in person.
- **Urgent welfare concerns:** Contact the local authority's Children's Services / MASH team, or the NSPCC Helpline on 0808 800 5000.
- **Emergency / immediate risk of harm:** Call 999 (or 101 for a non-emergency police matter).

Concerns will be treated confidentially and shared only with those who need to know, in line with our [Data Protection](https://woodleyphoto.co.uk/about/legal#data-protection) (<https://woodleyphoto.co.uk/about/legal#data-protection>) policy.

9. Review

This policy will be reviewed annually by the committee, or sooner if the Club's activities involving junior members change.

Complaints Procedure

Last updated: 18 Aug 2026 17:31

How to raise a complaint or concern with the Club.

Woodley Photographic Club ("the Club") wants members, guests, and visitors to feel confident raising any concern about the Club, its committee, its events, or the conduct of its members. This procedure explains how to do so and what to expect.

1. Informal Resolution

Most concerns are best resolved informally and quickly. Where appropriate, raise the matter directly with the person concerned, or with any committee member, at the earliest opportunity.

2. Formal Complaints

If a concern cannot be resolved informally, or is serious enough to warrant a formal response, submit it in writing to the Club Secretary at secretary@woodleyphoto.co.uk. Your complaint should include:

- Your name and contact details.
- A clear description of the issue, including dates and people involved where relevant.
- What outcome you are seeking.

3. What Happens Next

- The Secretary will acknowledge receipt of a formal complaint within 7 days.
- The complaint will be considered by the Committee (or a subset of the Committee not directly involved in the matter, where a conflict of interest exists).
- The Committee will aim to respond with its decision, or a plan for further investigation, within 28 days of acknowledgement.
- Where a complaint concerns a specific committee officer, that officer will not take part in considering or deciding the complaint.

4. Complaints About Judging or Competition Results

Complaints about a specific judge's scoring or commentary are not normally reopened once a competition has concluded, as judging is inherently a matter of individual opinion. However, complaints

about the conduct of a competition (e.g. a breach of entry rules, an eligibility dispute, or inappropriate conduct by a judge) will be considered under this procedure.

5. Safeguarding Concerns

A concern about the welfare of a child or young person should be raised using the process in our [Safeguarding Policy](https://woodleyphoto.co.uk/about/legal#safeguarding-policy) (https://woodleyphoto.co.uk/about/legal#safeguarding-policy) rather than this general procedure, so it can be handled with the appropriate urgency.

6. External Escalation

Where a complaint relates to a matter the Club has referred, or is required to refer, to an external body (for example, the Southern Counties Photographic Federation or PAGB for an affiliated competition matter, or the Information Commissioner's Office for a data protection matter – see our [Data Protection](https://woodleyphoto.co.uk/about/legal#data-protection) (https://woodleyphoto.co.uk/about/legal#data-protection) policy), the Club will advise you of the appropriate external route.

7. Confidentiality

Complaints will be handled discreetly and shared only with those who need to know in order to investigate and resolve the matter, consistent with our [Data Protection](https://woodleyphoto.co.uk/about/legal#data-protection) (https://woodleyphoto.co.uk/about/legal#data-protection) policy.

8. Review

This procedure will be reviewed by the committee from time to time and updated as needed.

Code of Conduct

Last updated: 18 Aug 2026 17:31

Expected standards of behaviour for members and visitors.

Woodley Photographic Club ("the Club") exists to bring together people who share an interest in photography, in a welcoming and respectful environment. This Code of Conduct sets out the standards of behaviour expected of everyone taking part in Club activities — meetings, outings, competitions, online spaces, and any Club-run communication channel.

1. Who This Applies To

This Code applies to all members, committee officers, volunteers, and guests, at any Club meeting, outing, event, or online space (including comments, messages, and the optional AI photo critique feature — see our [Website Privacy Policy](https://woodleyphoto.co.uk/about/legal#website-privacy-policy) (<https://woodleyphoto.co.uk/about/legal#website-privacy-policy>)).

2. Expected Behaviour

- Treat other members, guests, speakers, and judges with courtesy and respect, including when you disagree with a decision, a critique, or a competition result.
- Give constructive, respectful feedback on other members' photography — criticism of the work is welcome, personal criticism is not.
- Respect the diversity of the Club's membership and welcome newcomers.
- Follow any reasonable instructions given by a committee member relating to venue safety, event logistics, or Club procedure.
- Respect the privacy of others when photographing people at Club events — see our [Website Copyright](https://woodleyphoto.co.uk/about/legal#website-copyright) (<https://woodleyphoto.co.uk/about/legal#website-copyright>) policy for the rules on submitting and licensing images, and our [Safeguarding Policy](https://woodleyphoto.co.uk/about/legal#safeguarding-policy) (<https://woodleyphoto.co.uk/about/legal#safeguarding-policy>) for the additional rules on photographing children.

3. Unacceptable Behaviour

The following will not be tolerated at any Club activity or in any Club-run space:

- Harassment, bullying, or intimidation of any kind.
- Discriminatory language or conduct relating to a protected characteristic under the Equality Act 2010 (age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation).

- Offensive, defamatory, or unlawful material posted in interactive areas of the website.
- Dishonesty in competition entries (for example, misrepresenting authorship or breaching a competition's stated rules).
- Any behaviour that would put another member, particularly a junior member, at risk – see our [Safeguarding Policy](https://woodleyphoto.co.uk/about/legal#safeguarding-policy) (<https://woodleyphoto.co.uk/about/legal#safeguarding-policy>).

4. Online Conduct

The same standards apply to any interaction on the website, including messages sent via the AI photo critique feature, contact forms, and any future comment or discussion features. Content that breaches this Code may be removed, consistent with our [Website Terms & Conditions](https://woodleyphoto.co.uk/about/legal#website-terms-conditions) (<https://woodleyphoto.co.uk/about/legal#website-terms-conditions>).

5. Reporting a Concern

If you experience or witness behaviour that breaches this Code, raise it using our [Complaints Procedure](https://woodleyphoto.co.uk/about/legal#complaints-procedure) (<https://woodleyphoto.co.uk/about/legal#complaints-procedure>). Concerns about the welfare of a child or young person should instead be raised under our [Safeguarding Policy](https://woodleyphoto.co.uk/about/legal#safeguarding-policy) (<https://woodleyphoto.co.uk/about/legal#safeguarding-policy>), using the Welfare Officer contact given there.

6. Consequences

Breaches of this Code may result in a warning, temporary suspension, or termination of membership, at the Committee's discretion, in line with the account suspension terms in our [Website Terms & Conditions](https://woodleyphoto.co.uk/about/legal#website-terms-conditions) (<https://woodleyphoto.co.uk/about/legal#website-terms-conditions>). The Committee will act proportionately and, where practicable, give the individual concerned an opportunity to respond before a decision is made.

7. Review

This Code will be reviewed by the committee from time to time and updated as needed.