



## AMERSHAM PHOTOGRAPHIC SOCIETY

### Data Protection Policy

Amersham Photographic Society (APS) is established with the objects set out in its Constitution<sup>(1)</sup>, to serve the interests of its membership. APS is a data controller within the UK.

The personal information referred to in this Policy may include name, distinctions, contact details, affiliations, records of entries to competitions, attendance at meetings and such other information as may be necessary for the effective management of the legitimate interests of APS.

Any person wishing to verify the information held by APS, or who can correct or update that information, may apply to the General Secretary by email:  
secretary@amershamphotosoc.com

APS collects and uses personal information for several purposes:

#### **General management**

1. A database of contact details including addresses, phone numbers, awards and email addresses.
2. A database of subscriptions collected.
3. Committee records including meeting attendance.
4. "Mugshot" photos of members for social identification.
5. Presentations and/or print captures from internal and external speakers, held as transient data on the club laptop computer.

#### **Competitions and Exhibitions**

1. A database of names linked with internal competitor codes.
2. Electronic image files for internal PDI and Print competitions.
3. Annual APS Exhibition image entries.

#### **Newsletters and APS website ([www.amershamphotosoc.com](http://www.amershamphotosoc.com))**

1. Electronic image files in Member Galleries and Home pages of website.
2. Internal competition results.
3. Committee members and contact details.
4. APS web forum logon details.
5. APS Newsletter archive on website with embedded image data.

#### **Special Interest Groups<sup>(2)</sup>**

1. Contact email lists, which may include visitors (temporary members) who are not full members of APS.
2. Attendance registers at monthly SIG meetings.

3. Details of temporary member subscriptions.

**Use of data processors (who are themselves compliant with GDPR)**

1. Web hosting provider for the APS website.
2. Email service provider for distribution/storage of newsletters and other member communications.
3. Affiliate SIG<sup>(2)</sup> member contact email addresses.
4. Cloud service providers processing images for entering into club events.

**Consent**

Membership of APS implies consent that APS will hold personal data as detailed in this policy. Occasionally a member's image may represent APS in an external competition and their data passed to a third party data controller. In this event the APS External Competitions Secretary will seek prior consent from the member.

**Data Retention**

General records will be held at the discretion of APS volunteer officials. APS may retain historical archives indefinitely, for example but not limited to, records of meetings, awards and other competition results.

**Electronic Marketing**

Any request to cascade marketing material to APS members by electronic messages will be refused. APS data will generally not be used to offer commercial goods or services directly to members. Possible exceptions to this include:

- Some goods or services (eg exhibitions, equipment sales, etc) thought to be of interest may be included in the edited APS Newsletter, which is circulated monthly to all members by the Membership Communications Secretary
- Notification may be made directly to members at the request of other (non-commercial) photographic societies or charities, if thought to be of sufficient interest or relevance

**References**

1. APS Constitution. See Downloads page of APS website for current version.
2. APS Regulations for Special Interest Groups. See Downloads page of APS website for current version.

<b>Document History</b>			
<b>Date</b>	<b>Version</b>	<b>Summary of changes</b>	<b>Author</b>
30 April 2018	1 <sup>st</sup> Draft	New policy drafted for committee review.	CR
12 May 2018	2 <sup>nd</sup> Draft	Re-drafted following APS committee meeting #66.7 held on 2 May 2018 and further consideration of PAGB advice.	CR
23 May 2018	1	Minor changes to 2 <sup>nd</sup> draft.	CR
13 Aug 2020	2	Additional data processor example: Cloud service providers processing images for entering into club events (p2).	SH/CR