

Bromsgrove Photographic Society

Data Protection Policy

The Data Protection Act 2018 Incorporating The EU General Data Protection Regulations (GDPR) (To be read in conjunction with the BPS Website Privacy Policy)

Bromsgrove Photographic Society (BPS) was established with the objectives set out in its Constitution, and is a data controller within the UK.

The personal information referred to in this Policy may include names, contact details, service records, records of entries to events and competitions and such other information as may be necessary for the effective management of the legitimate interests of the BPS. Any person wishing to verify the information held by the BPS may apply to the Secretary.

BPS collects and holds personal information about:

A.

The Committee itself and that of its members; others who assist those committee members; and those offering their services to the BPS community e.g. as judges or lecturers and to include but not exclusively, models etc.

- This information is used to facilitate administration and services. Some years certain portions of the information are compiled into a printed programme handbook circulated to BPS members and to anyone interested in the content. The same information is also published on pages on the BPS website.
- The personal contact details of Committee members are not published except the Chairman and Secretary's mobile telephone numbers. Contact with BPS Committee members is by way of email forwarding addresses allocated according to specific duties. These forwarding email addresses are published on the website alongside the duties e.g. Chairman, Secretary etc.
- The contact and other details of all members is contained on printed or electronic annual membership application forms and used to compile a master computerised spreadsheet. The spreadsheet is compiled and used by the Webmaster and Treasurer for statistical purposes and also general membership communication needs e.g. Google Groups email circulation.

A limited number of Committee members who have specific membership communication needs relating to their posts e.g. Chairman, receive a full copy.

Other Committee members and volunteers may be given a copy of an abridged version which omits any information that a member has indicated on the annual application as being not for wider circulation.

- The annual membership application form asks for the following information:
Name, address, home tele no. mobile tele no. email address
Photographic honours and awards
How the applicant heard about the Society
What image editing software they use
What information they are happy for the Society to share with other members (Yes/No)
home tele no. mobile tele no. email address
Does the applicant intend to pay by cash, cheque or bank transfer and the amount paid

The following *opt-ins* are included:

1. GENERAL MEMBERSHIP CONDITIONS Your BPS subscription also includes annual membership of The Midland Counties Photographic Federation (MCPF). You agree to abide by the competition rules of both these bodies. See the BPS website for full details.

Please indicate your agreement to these conditions [] Enter 'X'

GDPR - Important information about how we use your personal details

Your membership details are maintained securely on paper and computer files for Society use only in accordance with the Data Protection Act 2018 and General Data Protection Regulations.

A portrait photograph of you and every member will be taken and displayed on the Avoncroft notice board each Society night so that members can recognise other members.

Please note that your name and images may be used by the Society on its website, the Annual Handbook and Programme, social media, newspapers and in connection with outside competitions including storing information within the BPS PhotoEntry competition database.

You should also note that the Society uses several Google Groups distribution lists for communicating with members. All members' email addresses will be added to the main list and the specialised lists as necessary.

Privacy note:

BPS uses Google Groups to keep in touch with members. If you send an email to a BPS Google Group, all recipients in that Group will see your full email address.

It is possible that with incoming email, your email address may also become visible to other members depending upon whether certain individual's own mailboxes can interrogate the Google Group email list.

Please indicate you understand how we use your information [] Enter 'X'

2. MEMBERSHIP CONDITIONS FOR APPEARING IN PHOTOGRAPHS and VIDEOS

The area in and around the Society's premises and outside events organised away may be used for photography and to record video. The following conditions apply.

By your presence in and around the Society's premises or outside events, you grant your permission for you and anyone accompanying you to be photographed and/or recorded. Photographs and video recordings may appear in any type of media without prior notification, compensation and/or credit or other consideration to you.

Please indicate you understand these membership conditions [] Enter 'X'

You may ask at any time for a copy of the details held in your name, change details or remove them and all history. Should you become aware of a breach or misuse of personal data albeit your own or another member, you must immediately inform the Webmaster, Chairman or Secretary.

B.

Other individuals necessary for the conduct of the activities of BPS.

- This information is used to satisfy a requested service or a contractual requirement, and may be retained to confirm the outcome. Examples would be judges, speakers, models and outside photographers competing with the Society.

C.

Photographers as the creators of Images used in the activities of the BPS.

- This information is managed subject to the Competition Rules as published on the BPS website (qv). Competitors may request that images be deleted after completion of a competition.

The Competition Secretary and External Exhibitions Secretary will, when entering Inter-club competitions, check the terms and conditions to ensure that the Third Party will treat BPS members' data in accordance with The Data Protection Act 2018, PAGB rules and BPS's own Data Protection Policy.

BPS may retain historical archives for example but not limited to, records of meetings, handbooks, catalogues, awards and other event results including images.

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1 BPS GDPR Policy v3 2022