

# Bromsgrove Photographic Society

## Data Protection – Compliance

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 these practice notes 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.

There are four areas of data that are sensitive and protected by security measures.

1. The completed annual printed and electronic application forms
2. The Excel spreadsheet containing data compiled from the applications forms
3. The instructions for access and use of the BPS website
4. Incidental capture of information such as raffle ticket stubs, petty cash receipts and visitors to the Society.

1.

Membership applications begin during the first meeting of the Winter season in September.

When a member completes, signs, dates and submits an annual application form it passes to the Treasurer for checking and collection of the appropriate fee. An electronic copy of the form is kept securely in a Dropbox folder by the Treasurer. The Webmaster has access to this folder and adds the details to the Membership spreadsheet.

The Webmaster uses the form to transfer information to a spreadsheet compiled for that purpose for the current season.

The forms are kept by the Treasurer in the Dropbox folder for a period up to three years. Any printed copies are securely destroyed when this task has been completed.

The forms are retained for reasons of checking validity of information and contact with past members who may have borrowed or left behind equipment.

2.

The Excel spreadsheet is usually fluid through from September to January/February as often new members join mid-term. The spreadsheet is password protected. As changes occur, the Webmaster updates the sheet and distributes the full version to a restricted number of committee members who need the up to date information in order to carry out their duties. Sharing of the data with anyone else is prohibited. The posts involved are as follows:

Chairman

Data use – individual member communication to fulfil role

Secretary

Data use – individual member communication for administration purposes

#### Treasurer

Data use – individual member communication for financial purposes

#### Competition Secretary

Data use – individual member communication for competition purposes

#### Webmaster

Data use – individual member communication for website and application form queries

#### External Exhibitions Secretary

Data use – individual member communication for advice on exhibitions and studio sessions

#### Membership Liaison

Data use – individual member communication to fulfil role

An abridged version of the full information spreadsheet is created where the data which members have indicated should not be available for general distribution has been deleted. The spreadsheet is password protected. Some or all the information on the abridged spreadsheet is available to other Society officers upon legitimate request for use to fulfil their role. Sharing of the data with anyone else is prohibited. Data use is to enable individual member communication in order to fulfil their roles.

The current posts receiving the abridged version are as follows:

President	Publicity Officer
Interclub Competition Co-Ordinator	Practical Group Leader
Programme Secretary	Nature Group Leader
Social Secretary	Studio Group Leader
General Committee Members	

#### 3.

The role of Webmaster includes the creation and updating of written procedures and notes covering, website ownership details, login names and passwords and Google Group details so as to enable the role to be continued seamlessly by a technically able person should the Webmaster be unavailable. The document is password protected.

Copies of the Website Procedures and Instructions document are distributed to the following:

#### Chairman & Secretary

Purpose – to have the current document available to pass to one of the following pre-identified individuals who have agreed to carry out Webmaster continuity duties until a replacement is appointed.

Able member/person number one

Able member/person number two

#### 4.

The Chairman, Treasurer and other Committee members and volunteers are likely to collect name information as a by product of other activities such as but not restricted to, the stubs on raffle tickets, cash receipts, Summer events and studio nights. These documents will be securely destroyed by the holder when the purpose for the information has passed.

February 2022

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