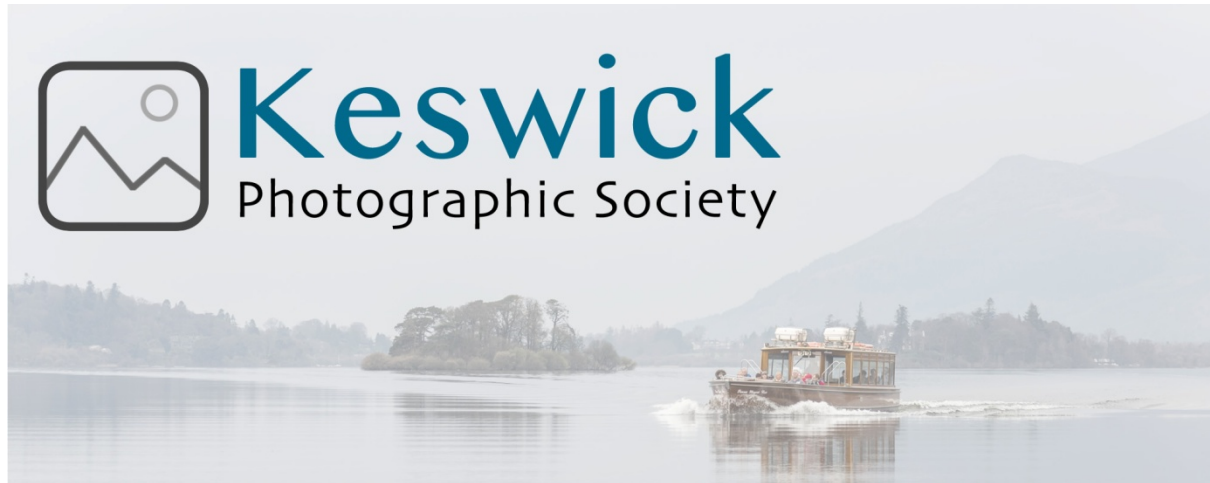




**Keswick**  
Photographic Society



[www.keswickphotographicsociety.co.uk](http://www.keswickphotographicsociety.co.uk)

## **DATA PROTECTION POLICY**

### **General Aims, Purpose and Activity**

Keswick Photographic Society (KPS) is established with the aims set out in its constitution, specifically the advancement and enjoyment of photography through meetings and other activities as determined by its members.

### **The Personal Data KPS Collects**

The personal information referred to in this policy may include: KPS members', judges' and presenters' names, distinctions, contact details, service records, records of entries to competitions, exhibitions and other events, photographic images and such other information as may be necessary for the effective management of the legitimate interests of Keswick Photographic Society.

These details will be normally only be held by the officers and committee members of the society but they may also be held by other KPS members for specific purposes such as organising KPS outings and other KPS business.

### **Contact Point**

Any person wishing to verify the information held by Keswick Photographic Society, or who wishes to correct or update their personal information, should contact the Secretary. The Secretary's contact details can be found on the Society's Programme and also on the KPS web site.

### **What KPS Uses Personal Data For**

KPS uses Personal Data for the following purposes:

#### **General Business**

Member's details will be used to contact them about KPS events and business.

Member's details may be used to inform them of events, competitions and other matters that may be of interest, that KPS has been advised of by KPS members, other individuals, photographic societies/clubs/groups, the Photographic Alliance of Great Britain (PAGB), the Northern Counties Photographic Federation (NCPF), the Royal Photographic Society (RPS), the Photographic Society of America (PSA) and other photographic organisations.

Members' contact details may be passed to other KPS members but not to any other individuals or organisations without their permission unless specified below.

KPS may hold personal information for anyone contacting the Society, or whom KPS contacts for the purpose of conducting its general business. This information is used to satisfy a requested service or a contractual requirement.

### **The KPS Programme**

The KPS programme will contain details of KPS Officers and Committee Members including, where appropriate, contact details.

The programme will include the names of presenters and judges and, where available, their website addresses but not their contact details.

The programme will be updated annually and will be provided to all KPS members and other individuals and organisations expressing an interest in the Society. It will also be published on the Society's website.

KPS may keep a record of presenters' and judges' names and other details including their contact details. These details may be provided to other Photographic Societies/Clubs/Groups/Organisations on request.

### **Northern Counties Photographic Federation (NCPF) and Photographic Alliance of Great Britain (PAGB) Handbooks**

The names of KPS Officers and Committee Members and their contact details will be provided as required for inclusion in the NCPF and PAGB handbooks.

These handbooks are circulated to member federations, affiliated clubs and to those whose contact details are included.

### **External Competitions and Exhibitions**

KPS enters external competitions, exhibitions or other photographic events hosted by other organisations including the PAGB, NCPF, Photographic Society of America and other photographic clubs/societies/groups.

Details of Officers, Committee members or other KPS members acting as the KPS contact point for these competitions and exhibitions will be provided to the organisation responsible for the competition, exhibition or event.

Information regarding entries in to these competitions, exhibitions and events will be held by KPS and will be passed to the organisation responsible as required.

The results of any external competitions, including the names of successful authors and their images, but not their contact details, may be published on the KPS Website and Facebook Page and other media including local newspapers. Judges' names and other details, but not their contact details, may also be published.

### **Internal Competitions and Exhibitions**

KPS holds various internal competitions as detailed in the programme and in accordance with the published competition rules.

KPS may also hold exhibitions for the purpose of displaying members' work.

Records of entries in to, and the results of, these competitions and exhibitions will be held by KPS.

Images entered into internal competitions and exhibitions may be entered into external competitions and exhibitions as detailed above.

The results of internal competitions, including the names of successful authors and their images, but not their contact details, may be published on the KPS Website and Facebook Page and other media including local newspapers. Judges' names and other details, but not their contact details, may also be published.

### **The KPS Website , Facebook Page , Other Social Media and the Local Press**

The names and contact details of KPS Officers and Committee Members may be published on the KPS Website and Facebook Page and in other social media and media including local newspapers.

Presenters' names and other details, but not their contact details, may be published on the KPS Website and Facebook Page and in other social media and media including local newspapers.

### **Applicable Rights**

Those for whom personal data is held have the following rights:

- to be given access to their data
- to have any of their data that is incorrect rectified
- to withdraw their consent to their data, in whole or in part, being held

### **Data Retention**

KPS members' personal data will be held until they cease to be members of the Society or until they withdraw their consent to their data being held. It will then be deleted from all records.

General business records including competition results, accounts, committee and AGM minutes and agendas will be kept for a minimum period of seven years.