

# **DARTFORD AND DISTRICT PHOTOGRAPHIC SOCIETY**

## **Data Protection Policy**

The Dartford and District Photographic Society operates subject to the conditions and requirements set out in its constitution and also endeavours to comply with the requirements of the General Data Protection Regulation 2016.

### **General**

The General Data Protection Regulation requires that the Society carries out the following actions to protect its members and their data and that this information is :-

- Held and used with each member's consent.
- Lawfully used and securely kept.
- Accurate and annually updated.
- Not kept for longer than necessary.
- Not transferred to any third party without the member's consent.

### **Method**

The Society's Secretary is the Controller for ensuring compliance with the above and will ensure that those officers or members wishing to use such data do so only in furthering the objectives of the Society. He/she will :-

- Issue new membership documents annually at the start of each new season.
- Keep all original signed documents, forms and consents in an organised and non-digital form.
- Destroy the membership and consent documents of each member when their membership ceases.
- Ensure that any member under the age of 16 has written consent provided by a parent or guardian and is accompanied by them at each meeting. The consent will be kept with the membership data.
- Ensure that the Competition Secretaries and the Newsletter publisher and the treasurer have the names of all current members.
- Advise all other elected and co-opted Committee members, that they must not construct and keep personal information lists of members and must not transfer any member's information in any form to any third party.

### **Implementation**

The data referred to in this Policy may include name, contact details, records of entries to events/competitions and their results and other such information as may be necessary for the effective management of the legitimate interests of the Society. The Society collects and holds personal information about the following: -

- The membership of its Committee and those members who assist the Committee in its normal operation. It also holds information relating to those offering services to the Society, (e.g. judges or lecturers) and this information is used to facilitate administration and normal activities. The contact details of

the Society's officials may be published in appropriate and supporting organs such as the Kent County Photographic Society and the Photographic Alliance of Great Britain. Published information is also held concerning services from these two bodies to assist in the normal operation of the Society.

- The Society may hold personal information for anyone contacting the society, or whom Society contacts for the purpose of conducting its general business.
- The Society may retain historical archives, for example, but not limited to, records of meetings, programmes, web pages, catalogues, awards and other event results.

## **Detail**

The Society will endeavour to implement its GDPR policy with reference to the following :-

- The term "member" shall be taken to refer to prospective, current and past members of the Society.
- The Controller shall respect the rights of members and oversee the use of any information beyond that specified in this Policy.
- Members are entitled to ask for a copy of all personal data held by the Society, and the Society must respond promptly and without charge.
- Data collected on members (including mailing lists) shall be kept in a secure manner. Use of data collected about members shall be limited to members of the committee and usage shall be limited to legitimate club activities.
- When mailing lists are used to communicate with members by email, messages shall be sent using the "bcc" form, in order to minimise the risk of sharing personal data.
- The data collected on members shall not be communicated to third parties, or be used for the purposes of direct marketing, beyond that appropriate for the effective management of the legitimate interests of Society.
- The committee shall not make the membership contact information available for electronic marketing. Committee members shall refuse any request to cascade marketing material to members by electronic messages.

## **Data Retention**

- General business records will normally be held for a period of six years.
- The Society may retain historical archives indefinitely, for example, but not limited to, records of meetings, handbooks, catalogues, awards and other such event results.
- Data on past members will be retained for up to five years for the purposes of maintaining contact and communicating information about club events. The Secretary shall review the membership data periodically and delete any personal data which is older than six years. Data on past or prospective members shall be deleted immediately should a request for removal be received from them or the member be deceased.
- The Secretary and Committee shall review the extent and detail of all data held by officers of the society and endorse and minute that appropriate steps

are being taken to ensure that storage, protection and back-up are appropriate.

- The current GDPR policy will be reviewed as necessary by the Committee, but at least annually at the AGM.

PK/RF  
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