

YORK PHOTOGRAPHIC SOCIETY

DATA PROTECTION POLICY

York Photographic Society (hereby known as YPS) is established with the objects set out in its constitution and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, records of entries to events, and such other information as may be necessary for the effective management of the legitimate interests of the YPS.

1. MEMBERS

A member submitting a membership application gives permission for Officials to hold their personal information including their name, address, contact number and email. No other personal information is collected by YPS. The personal data is stored in a database/spreadsheet held by Officials.

A member can refuse to provide contact information but this will severely limit their ability to receive Society information and updates. Any member wishing to verify the information held for him/her by the YPS may apply to the Secretary. A member may ask to have their data deleted from our database. If a member notifies by letter or email their intention to leave the Society, their data will normally be held for two years to permit any necessary further administration such as return of images, trophies etc unless earlier deletion is specifically requested.

2. OFFICIALS

All committee members are considered Officials and will have access to the members' personal information.

All retiring committee members must ensure that they have deleted any copies of the database.

3. CONTACT

The Society's usual means of communication is email. Where email is used members will be contacted via the bcc box wherever possible to preserve privacy. Contact details will be used solely for the following purposes.

- Information on project nights and competitions
- Information on YPS events and ongoing activities
- Information on external events that any of the Committee members feel will be of benefit or interest to the membership.

4. THIRD PARTY DISCLOSURE

YPS will not pass on personal information to any third party under any circumstances. Requests for dissemination from external agents on events or other useful information must pass through a member of the committee for approval.

5. COMPLAINT PROCEDURE

If any member has cause for complaint, he/she should contact the Society's President as soon as a problem arises. The President will make initial inquiries and then the complaint will be discussed fully at the next Committee Meeting for resolution.