Heswall Photographic Society

PRIVACY NOTICE

1 Heswall Photographic Society (HPS) is established with the objectives set out in its constitution.[1] Its holds personal data about its members and others which it manages in accordance with the Data Protection Act 2018 and the General Data Protection Regulations.

2 The personal information referred to in this Policy may include name, contact details, service as a Society officer, records of entries to competitions and events, photographic qualifications and areas of photographic expertise; memberships of other photographic societies; and such other information as may be necessary for the effective management of the legitimate interests of HPS.

3 Any person wishing to examine, verify, update, correct or delete the personal information about them held by HPS may apply to the Secretary (secretary@heswallphotosoc.co.uk) to do so in accordance with their rights under the above legislation.

4 HPS collects and holds personal information about:

a) Its members; the executive committees of itself; others who assist those executive committees; those offering their services to HPS eg as speakers or judges; those former members who wish to remain associated with HPS; visitors to society meetings and events; and those making enquiries to the Society. This information is used to facilitate administration and services and therefore:

- the information is compiled into paper and electronic documents eg: membership application forms; a database of membership details; minutes of meetings; a database of competition entries and outcomes; internal surveys; visitor applications and attendance; and enquirers contact details;
- information about and contact details for Committee members may be included in an annual syllabus, which also identifies a number of other HPS role holders; speakers and judges; trophy winners in the preceding year; and those with Honorary Life Membership;
- HPS has an external website which may provide: current Committee members' names and contact details; lecturers and judges for the current season; winners of internal and external competitions with the relevant image; and anonymous non-winning competition entries. The website host provider will have its own data privacy policy.

b) Others as necessary for the conduct of the business of HPS.

- This information is used to satisfy a requested service or a contractual requirement and may be retained to confirm the outcome.

c) The history of HPS – for example lists of past committee members and images of past HPS events.

1 https://heswallphotosoc.co.uk/wp-content/uploads/2020/07/Constitution-RevMay2018-1.pdf

5 Personal information held by HPS will be used only for the legitimate purposes of the Society and will not otherwise be shared with third parties without explicit individual consent except that:

- submission via the Society of images to third party competitions, together with the personal data required by the organising body for entry, will be taken as consent for HPS to forward that data to the organising body for the competition;
- information may be disclosed in order to protect the rights, property or safety of others (acting at all times in accordance with its obligations under the relevant data protection legislation);
- information may be disclosed when required to comply with any legal or regulatory obligation placed upon HPS.

HPS will not use your personal information for direct marketing or commercial purposes.

6 Personal information will be kept no longer than is necessary for the purposes for which it was collected. It will be retained as follows:

- Whilst an individual is a member of HPS.
- At the documented personal request of former members who wish to remain in contact with HPS (until informed otherwise).
- Judges and speakers for one season beyond the season in which they last provided this service.
- Visitors for no longer than four months after the end of the season in which they last visited HPS.
- Enquirers for no longer than four months after the end of the season in which the response to their enquiry was completed.
- Where collected for the management of HPS business (eg to satisfy a service request or contractual requirement) until the terms of the business have been met.
- In the case of historical records (eg images of events, results of competitions, service as an officer of HPS) during the continuing existence of HPS.

7 If you are unhappy about the way in which HPS has processed your personal data then you have a right to raise the issue or to lodge a complaint with the Information Commissioner's Office – as noted above please see https://ico.org.uk/for-the-public/ for further details.

8 This Notice will be reviewed annually or in the light of newly made legislation.

Heswall Photographic Society July 2021.

https://heswallphotosoc.co.uk/