



# PRESTON PHOTOGRAPHIC SOCIETY

## Data Protection Policy

### Introduction

This policy has been developed to inform our members about how Preston Photographic Society (PPS) will comply with its responsibilities and obligations under the Data Protection Acts 1998, 2003 and the changes GDPR (European General Data Protection Regulation) will introduce when it comes into force on 25 May 2018.

For the purpose of this policy Preston Photographic Society currently use Facebook, Twitter, Instagram, Preston Photographic Society website and email as the main communication methods.

The policy applies to all persons who are involved with the activities of PPS, including:

- Members
- Past members
- Potential members
- Persons appointed or elected to committees and sub committees

### Data Protection

PPS needs to keep certain information regarding its ordinary and committee members to carry out the day to day management, meet the society's objectives and to be sure the society complies with the legal obligations.

All personal data, defined as any data that can be used to identify a living individual, will be managed in line with the Data Protection Act (DPA) 1998 & 2003 (Amendment), this means that personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

PPS, in line with the DPA principles, will ensure that all personal data held will:

- Be used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Be accurate and Kept for no longer than necessary
- Handled according to people's data protection rights
- Kept safe and secure
- Not transferred outside the European Economic Area without adequate protection

Members have the right to know :

- What information is held by the Society
- How to gain access to the information
- How to keep it up to date
- What the Society is doing to comply with DPA & GDPR



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## Responsibilities

Overall responsibility for personal data in a not for profit organisation rests with the governing body, within PPS this is the Committee which must ensure that it acts in line with this policy and the data protection principles.

PPS processes the following personal information:

- Member contact information (address/phone number) and email addresses (as supplied on the membership application form).
- Membership fee paid

Personal information is kept in the following forms:

- Membership application forms
- Office based applications, including word processing and spreadsheet databases.

Data handlers within PPS:

- The PPS secretary who will hold the master copy
- Other members of the PPS executive committee

Personal data is kept for several purposes

- To maintain contact with members
- To circulate the club newsletter which contains details of upcoming events
- To advise members of photographic events which may interest them

## GDPR

The EU General Data Protection Regulation (GDPR) will be enforced from 25 May 2018. There are a number of key changes introduced by the regulation; however, the impact on PPS should be minimal due to the small amount of personal data processed.

## Photographic Competitions

Images can be submitted to PPS competition secretary for entry into PPS internal competitions and external to PPS competitions, including but not limited to competitions managed by the Lancashire and Cheshire Photographic Union (L&CPU) and the Photographic Alliance of Great Britain (PAGB).

If images contain metadata\*, this will be shared between PPS and other organisations where the images are used.

Members submit their images by email to the Internal Competition Secretary for use within a number of different assessments and competitions, such as:

- Internal club competitions



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- Inter club 'battles'
- Appraisals

Data handlers may upload competition entries onto the PPS website and social media pages and are then publicly available. When a member submits an image for entry into a club or other competition, it is implicit that, unless the member specifically requests otherwise, PPS can use their images in this way. [It is normal practice to identify the author of an image.]

## External Competitions

All images will be entered into PPS bank of competition images, unless there is a specific request from the member for their images not to be included in the bank of images, and can be used in future competitions within the L&CPU, PAGB, FIAP and other external competitions,

## Policy Review

The policy will be reviewed every 2 years to ensure it remains up to date and compliant with the law.

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## \*Metadata

Metadata is a set of data that describes and gives information about other data. Photo metadata allows information to be transported with an image file, in a way that can be understood by other software, hardware and other users regardless of the format.

Metadata is essential for identification and copyright protection, as well as being key to smoothing workflow. Metadata can be added to your images automatically, including location, size, file extension. Manually entered metadata, which can describe the image and its contents, can include any data which is relevant and descriptive, for example keywords, notes and copyright information.

Metadata can include data which is covered by the Data Protection Acts 1998 & 2003. If your images contain metadata, be aware that this data will be shared between organisations where your images are used.