



SALISBURY PHOTOGRAPHY CLUB

DATA PROTECTION POLICY

1. Personal data is any identifying information relating to a person either directly or indirectly by reference to identifiers such as a name, address, online identity, location data etc.
2. Personal data collected by the club is restricted to relevant contact details, club meeting attendance details and consent for the specified use of members' photographic images by the club, the SCPF and the PAGB or submission for selection in external competitions.
3. Personal data shall be held and controlled jointly by the Secretary and Membership Secretary, using a personal computer where appropriate.
4. Compliance with this policy shall be reviewed as a specific agenda item during the AGM and a record made in the minutes that members do or do not agree with, and approve as satisfactory, the compliance activities carried out during the review period.
5. Personal data shall be collected and processed for the sole purposes of:
 - establishing or maintaining membership
 - supporting the club and individual members
 - obtaining consent for the use of members' images on the SPC website, by the club, the SCPF, the PAGB and in external competitions
 - providing or administering activities for either the members or those who have regular contact with the club.
6. No data shall be collected which is not required for these purposes and personal data shall not be disclosed to third parties except where it is required for these purposes.
7. Personal data shall be collected and consent for its use obtained annually using a membership enrolment form which shall be retained by the Membership Secretary. Members are informed that they have the right to withdraw their consent in writing at any time.
8. Personal contact details including E-mail addresses shall be kept jointly by the Membership Secretary and Secretary and not disclosed to persons outside the committee other than with the subjects' explicit consent.
9. Privileged knowledge of contact and other personal data residing with committee individuals shall be reviewed and updated annually or whenever there are changes to the committee membership.
10. Personal contact details of individuals assigned periodically to generic domain E-mail addresses (*@salisburyphotographyclub.com* or *@salisburyphotographyclub.co.uk*) shall be reviewed and updated annually or when there are changes to committee membership.
11. Member and visitor attendance data shall be collected in written form for safety and security reasons at each club meeting. These data may be used in anonymised form to evaluate club activities.