



Exmouth Photo Group Data Protection and Privacy Policy

Introduction

Exmouth Photo Group (EPG) is a private non-profit group for amateur photographers and requires membership to partake in some activities. There are two types of memberships, Honorary and Annual. Both types are required to provide personal details including contact details for communication.

General

Exmouth Photo Group complies with General Data Protection Regulation (GDPR), the data protection regulation. This means that we respect your right to feel secure about all your contact with us, your privacy and your right to have control over your personal data. Exmouth Photo Group places great emphasis on transparency and openness in connection with the collection of personal data. We tell you what data we are collecting, and why. We take great care to protect your data.

This Policy describes:

- what data we collect;
- why we collect it;
- how you can exercise control over your data, and
- various ways of contacting us.

Our Policy is applied in all manner of contexts:

- when you register and/or take part in our activities;
- when you visit our website, and
- when you use and communicate with us via, for example, social media, email, phone, an app we have developed, or when you submit your personal data to us in some other way.

Exmouth Photo Group collects and holds personal data about

- Photo Group Members
- Other persons (such as judges, speakers) as necessary for the conduct of the business of Exmouth Photo Group
- Photographers as the creators of images used in the legitimate activities of Exmouth Photo Group

Members Responsibilities

- Members will give their details to the Membership Secretary (Data Controller) upon applying for membership. This will include name address, phone details and email details and if appropriate website details.
- Members will sign on the form consenting for their information to be held and outlining responsibilities to notify and update the Data Controller of any changes.

Exmouth Photo Group Responsibilities

To comply with the General Data Protection Regulations (GDPR), as from 25th May 2018, membership information will be held centrally by the EPG Membership Secretary (the Data Controller) and the Honorary Secretary and managed by the EPG Webmaster (the Data Processor). Members contact details shall be kept by secure password on the Membership Secretary's and Honorary Secretary's computer/s in a separate EPG folder and published on the EPG website in a secure section only accessible by the EPG Committee.

- Should a member leave the Data Controller will be informed and arrange for the Data Processor to remove details from the secure web site. A report will be sent to the ex-member before leaving stating that their details will be removed from the club database.
- Personal data will be stored on the club website on secured pages that can only be updated by Data Processors.
- Bank account numbers are only saved for members wishing to pay by direct debit.
- No member information shall be passed to an external organisation or group without permission of the member.
- Communication with members by group email will be controlled. Requests for a group email to go out will be passed to the EPG Honorary Secretary (or designated deputies) who using the latest email list will then send out an approved email.
- Any person wishing to verify their personal data as held by Exmouth Photo Group may apply to the Membership Secretary. No charge will be made for this and any inaccuracies found will be corrected by Exmouth Photo Group.
- Exmouth Photo Group reserves the right to publish the name of entrants and the titles of any pictures or images submitted to internal and external competitions and exhibitions.

Review

This policy will be reviewed annually or if any changes in regulation occur.

Exmouth Photo Group's Data Protection Policy was created in 2018

Amendments

Oct 2024 Changes: New title: 'Exmouth Photo Group Data Protection and Privacy Policy' Changes in wording and inclusion of the Membership Secretary with responsibility as 'The Data Controller'.

October 2024 – amended and agreed by Exmouth Photo Group Committee