



# Exmouth Photo Group

## Data Protection Policy

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.

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

- Members will give their details to the Club 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 update the Data Controller of any changes.
- 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.
- 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 Secretary (or designated deputies) who using the latest email list will then send out an approved email.

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

Next review due April 2019.