

Hampton Hill Photographic Society – Data Protection Policy

The Society complies with the Data protection legislation under which the society is a data controller exempt from notification. The Society collects and holds personal information about members. The Secretary is responsible for maintaining the information held on Members

The information includes name, address, photographic distinctions, telephone number(s), e-mail address(es), date of joining / membership duration. Further information may be held on member's participation in club events such as exhibitions and competitions and any permissions to use member's images by the club. Date of birth will be held for any members who are under 18 years of age and a flag for any member considered "vulnerable".

Any member wishing to see their own personal information held by the Society should contact the Secretary.

Personal details held by the society are used only for the administration of the Society and are distributed only to Committee Members and to others approved by the committee for specific purposes such as organising an event.

The Society also holds information about potential members whilst they consider joining. It also has an e-mail list of individuals who have requested to receive copies of the monthly newsletter.

When members leave the club they may request that all personal information held by the club be removed and this will be completed by the end of the year following their final subscription.

Each newsletter contains an unsubscribe link for removal of an individual's email address from the list.

2nd March 2016