



Colchester Photographic Society – Privacy Statement

Colchester Photographic Society holds personal data on computer databases for the purposes of running the society and maintaining membership. We are exempt from registration under the Data Protection Act as we are a non-profit organisation. However the Society recognises the need to take care with personal data and has issued this statement for members.

1. The society recognises that email is the key method for communication about society activities and is not in a position to communicate regularly to members by other means. However should a member not wish to receive communication by this method it will be respected. In this instance the society member will have to rely on attendance at society Meetings to learn of the events of the society. Members will be asked to provide a home address and home phone number that can be used in the event of emergency.
2. Member's personal data is held on computer databases by committee members to help in running the society. This will include contact details, images, information about competition entries and activities associated with members to help us manage the society's events and business. This information will be kept to a minimum consistent with: allowing the society to function well, maintaining a safe and healthy society environment, understanding of each member's interest and needs and keeping record of member's work and competition results.
3. Member's personal information will not be used by committee members for any other purpose other than running and managing the society activities unless agreed by the member.
4. Wherever reasonable and sensible (such as blanket emails), email addresses will be kept discreet through use of the BCC (Blind Copy Facility).
5. Information will only be passed to a 3rd party if required specifically for society activities for example dietary requirements at an event, or to confirm attendance. Data will not be passed to any 3rd party for that party's specific commercial purpose; however, we cannot be responsible for a 3rd party's use of information once given.
6. All members should take reasonable precautions to protect themselves from cyber attack and data loss. This includes a firewall (software or hardware) and suitable virus protection software that is kept up to date. Committee members holding the database undertake to do this and will take the same care with society member's data as they do with their own personal data.
7. When it becomes clear that a member has left the society, the record of their data will be removed from the databases after a period of 12 months unless specifically requested otherwise.
8. If any member wishes to see the information held on them, they may make a formal request to the Secretary of the Society.
9. The society has the right to terminate membership or refuse membership or entrance of any member or non member who does not respect the rules of the society or the privacy of other members.