

# Swindon Photographic Society Privacy Policy

Swindon Photographic Society (hereafter SPS) treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

## What personal information do we collect?

When you join SPS you will be asked to provide certain information. This will include:

- Name.
- Home address.
- Email address.
- Telephone numbers.
- A photograph of you

## How do we collect this personal information?

All the information collected, except the photograph, will be obtained directly from you via membership forms. The photograph will either be taken at a club meeting or will be provided by you. At the point that you provide your personal information for membership purposes, we will request that you provide consent for us to store and use your data as described in this Privacy Policy. Your consent is required to ensure our compliance with data protection legislation.

## How do we use your personal information?

We use your personal information:

- For administration, planning and management of SPS.
- To provide SPS activities and services to you.
- To communicate with you about SPS and related photographic activities.

Your photograph will be used:

- On your membership card
- As a thumbnail on a sheet of all members, available to the Committee, for identification purposes
- As a thumbnail on the pre-printed individual membership form, for renewal purposes
- Where appropriate, as a thumbnail on a sheet displaying the Committee members, posted on the noticeboard at club meetings for identification purposes

We may send you messages by email, other digital methods, telephone and/or post to advise you of SPS activities and other non-SPS photographic activities that may be of interest.

## Who do we share your personal information with?

We may disclose information about you, including your personal information:

- Internally - to Committee members
- Where we may have a statutory duty to disclose it for legal and/or regulatory reasons.

Where we need to share your information outside of SPS, we will seek your permission and inform you as to with whom the information will be shared and for what purpose.

## How long do we keep your personal information?

Whilst you remain a member we need to retain your information so that we can provide our services to you. If you cease to be a member, we may continue to send you information about the club unless you request us not to by emailing

[unsubscribe@swindonphotosoc.org.uk](mailto:unsubscribe@swindonphotosoc.org.uk) using the subject header of *Unsubscribe*.

At that point all your data will be deleted.

Exceptions to this policy would be instances where there may be legal or insurance circumstances that require information to be held for a longer period whilst an investigation is held or the matter is resolved. Where this

is the case, the member or members involved will be informed as to how long the information will be held for and when it will be deleted.

## How do we store your personal information?

Your membership information will be held on a password protected spreadsheet accessed by Committee members.

## How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the Membership Secretary ([membership@swindonphotosoc.org.uk](mailto:membership@swindonphotosoc.org.uk)) of any changes to their personal information.

On an annual basis you will have the opportunity to update your information via the membership renewal form. Should you wish to view the information that SPS holds about you, you may request this from the Membership Secretary.

There might be certain circumstances where it will not possible to comply with this request. Such situations might be where the information may contain references to other individuals, or for legal, investigative or security reasons. Otherwise we would usually respond within 14 days of the request being made.

## Removal of Data

You have the right to request the removal of any personal data we retain about you at any time. However, in order to operate efficiently as a Club we need to have a minimum amount of data and your request could mean that we would not be able to continue to communicate effectively with you, therefore you may cease to be updated on the club's activities. You can request to be removed from the club's email list at any time by emailing

[unsubscribe@swindonphotosoc.org.uk](mailto:unsubscribe@swindonphotosoc.org.uk) using the subject header of *Unsubscribe*.

but please be aware that the Club's main method of communication is through email.

## Availability and changes to this Policy

This Policy is available to view and download from the SPS website and will be posted on the SPS noticeboard during Thursday night Club meetings.

This Policy may change from time to time. If any changes are made you will be informed of them at that time.