

## Scope

In line with the requirements of the GDPR this statement applies to all personal data collected and used by Chorley Photographic Society [CPS].

CPS is a membership club committed to the advancement of photography as an art form and a craft, while promoting friendship, co-operation and the exchange of ideas among members.

CPS is a registered charity [No 701819].

## Responsibilities

The society has a GDPR Lead person who is responsible for making sure this notice is openly made available to all members.

All CPS committee members who use member data are responsible for making sure this notice is provided to members and, where appropriate, getting member consent to the collection and use of their data.

You can contact the GDPR Lead by email at [president@chorleyps.org](mailto:president@chorleyps.org), or by phone on 07702 784895.

CPS is committed to protecting your privacy. All data collected will only be used for the internal operation of the society.

If we ask you to provide certain information that identifies you we will only use this data in line with this privacy statement.

## Data we collect

Function	Data Collected	How we manage this data
<b>Membership data</b>	Name, date of birth, contact information which includes address, phone number, email, and photographic awards.	This is stored in our Microsoft Office 365 environment which is hosted in Microsoft's EU data centres.
<b>Competition data</b>	Name, email, photographic titles, scores and awards.	This is stored in our competition portal which is hosted in a UK data centre.
<b>Image data</b>	Photographer's name, image title, competition success and awards. Some digital images may also contain metadata embedded in the image file.	This is stored in our Microsoft Office 365 environment and on our competition portal and may be published in public forums, on our website and as printed material.
<b>Newsletters</b>	Name and email only.	This is stored in our US hosted email provider (wix.com).
<b>Judges/lecturers</b>	Name, contact information which includes address, phone number, email.	This is stored in our Microsoft Office 365 environment which is hosted in Microsoft's EU data centres.
<b>Internal Mentor System</b>	Name, contact information which includes address, phone number, email.	This is stored in our mentoring portal which is hosted in a UK data centre.

### Our legal basis for processing for the personal data

For most cases, processing is necessary to provide and run the society membership. *[GDPR Article 6(1)(b)-performance of a contract]*.

For our newsletters, which keep members up to date with the society's activities, we enrol members when they join. Members not wishing to receive the newsletter may unsubscribe at any time by using a link on the bottom of any email. *[GDPR Article 6(1)(f)-legitimate interests]*.

Any other processing, such as promoting competition results or members on social media, is to promote the society and its members *[GDPR Article 6(1)(f)-legitimate interests]*. Anyone who does not want to be promoted on social media should contact the GDPR Lead.

### Disclosure

CPS will share limited personal data with third parties to enable us to perform our contract, such as arranging entries into external competitions with the LCPU and PAGB. Unless legally obliged to, we will never give or sell your data to a third party. We will not allow your personal data to be used by a third party for any reason than originally intended.

As a condition of membership we will share limited information on social media such as competition results where we will use photographer's names, image titles and scores.

Under GDPR, we will have in place an appropriate data sharing agreement with any third party we use.

### Data Retention Periods

CPS process personal data for the following periods:

- Membership data: Until the end of membership + 8yrs\*
- Competition data: Indefinitely, as a record of the society's archived success.
- Image data: Indefinitely, as a record of the society's archived success.
- Newsletters: Until the member opts out by using the unsubscribe link.
- Judge/lecturer data: Presentation date + 8 yrs.\*
- Mentor data: will be stored for 3 years.

*\*includes the legal requirement for retention of financial data for 7yrs.*

### Your rights

- Right of access: you have the right to request a copy of the information we hold on you.
- Right of correction: you have the right to correct data that we hold about you that is inaccurate or incomplete.
- Right to deletion: in certain circumstances you can ask for the data we hold on you to be deleted.

- Right to restriction of processing: where certain conditions apply you have the right to restrict the processing.
- Right of portability: in certain circumstances you have the right to have the data we hold on you transferred to another organisation.
- Right to object: in certain circumstances you have the right to object to our processing of your data. You always have the right to object to direct marketing.
- Right to object to automated processing, including profiling: you also have the right to object to the automated processing or profiling where this has legal or similarly significant effects.

To make a rights request contact the GDPR Lead who will deal with it in line with CPS Subject Access Procedure. You can only make rights requests for your own data, unless you are acting for another individual with their authority.

### Complaints

You want to complain about how your personal data is being processed by CPS [or third parties as described above], or how we have handled your complaint, you have the right to complain directly to the supervisory authority which is the Information Commissioner's Office [ICO]: <https://ico.org.uk/global/contact-us/>. The ICO will expect you to have tried to resolve the issue directly with the organisation so please first contact CPS 's GDPR Lead.

### Document owner and approval

The GDPR Lead is the owner of this document and is responsible for making sure it is reviewed. The current version of this document is available to all members on the CPS website.

Dated August 2020

### Change history record

Issue	Description of Change	Approval	Date of Issue
0.1	Draft Issue	Will Stead	3 March 2018
1.0	Issue	Will Stead	24 April 2018
2.0	Revision	Will Stead	18 August 2020