



## **DATA PROTECTION POLICY**

The Orpington Photographic Society (OPS) is established with objectives set out in its rules and is a data controller within the UK.

### **Basis for Holding Personal Information**

OPS will hold the following personal information about each member for the purposes of maintaining contact with the member concerning OPS club activities:

Name, address, telephone number and email address.

In addition, OPS may share members' personal information with the Federation of South London Photographic Societies known as the SLF and the Kent County Photographic Association known as the KCPA for the purpose of entering members' prints and/or images into competitions run by the SLF and KCPA.

### **Collecting and Protecting Personal Information**

Personal information about members is collected on a consent form which is completed and signed by each member and held securely by the club Secretary who is also the Data Controller for OPS. The Secretary transfers this information into a password protected membership list. The Chairman, Vice-Chairman and Treasurer may also have access to this information which is password protected to facilitate the administration of the OPS.

OPS may hold personal information for anyone contacting the club or whom OPS contacts for the purpose of conducting its general business. This information is used to satisfy a requested service or a contractual requirement.

### **Data Retention Policy**

The OPS may retain historical archives indefinitely for example, but not limited to, records of meetings, awards and other event results. Personal data in the form of consent forms and the membership list will be deleted and renewed every 5 years.

### **Third Party Access**

No personal information will be provided to other club members or third parties without the individual's consent.

### **Data Controller Requests**

Any person wishing to verify the information held by the OPS may apply to the Secretary using the e-mail address: [secretary.orpingtonphoto@gmail.com](mailto:secretary.orpingtonphoto@gmail.com).

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