**DATA PROTECTION POLICY**

**THE PERSONAL INFORMATION WE HOLD AND HOW WE USE IT**

Horsham Photographic Society is established with the objects set out in its Constitution, to serve the interests of its members. Horsham Photographic Society is a data controller within the UK.

The personal information referred to in this Policy includes name, title, email address, postal address, telephone number, photographic accreditations/affiliations, links to personal websites, records of entries to competitions and results, images and their titles and such other information as may be necessary for the effective management of the legitimate interests of the Horsham Photographic Society.

Judges, speakers, suppliers and members (reclaiming expenses incurred on behalf of the Society) who wish to be paid electronically will need to provide bank account details to the treasurer to enable arrangements to be made with the Bank.

Horsham Photographic Society collects and uses personal data for the following purposes:

1. General management of the Society, such as:
   1. dissemination of information via email,
   2. maintaining the Society website, promotion and advertising of Society events running Society meetings and groups.
2. The Yearly Programme of Events contains names and accreditations, if appropriate, of judges and lecturers – some of whom may be Society members, the names and accreditations of the President, Vice Presidents and Life Members, and names and contact details of Committee Members and Post Holders. This is available as paper copy to Society members and interested parties.
3. Scheduled events are freely available on the HPS website for members of the public to view.
4. Contact details will be made available to members of the Management Committee, members and Post Holders in pursuance of their duties, such contacting members, potential members or judges and speakers or officers of other Societies and organisations.
5. Images, titles and awards for entries used in competitions and exhibitions. These may be used for publicity and promotion of the Society.
6. Personal data shall not be used for any purposes other than those stated above.

**Data Retention**

1. Member’s contact data will be destroyed when the member leaves the Society or in February of the next Society year.
2. Judge and speaker contact details or contact details of other Societies and organisations are normally held indefinitely or until it is requested to be deleted by the individual or organisation.
3. General business records will normally be held for 6 years after the end of the financial year to which they relate.
4. HPS may retain historical archives indefinitely, for example but not limited to, records of meetings, handbooks, catalogues, awards and other event results

**HOW WE STORE YOUR INFORMATION**

Horsham Photographic Committee shall regularly review the data held and the length of time it is held for and has developed procedures in line with the general requirements of the GDPR for organisations of this type. Measures include identifying all data held (Data Audit), production of DPIAs (Data Protection Impact Assessments) for sensitive data and training of Society officers in the handling of sensitive data.

General membership data is held on a secure database on the Society website. Individual Society officers such as the Secretary, Membership Secretary and Treasurer may hold private databases or paper records to perform their jobs. DPIAs and other guidance ensures this data is properly managed in accordance with identified risks.

**YOUR RIGHT OF ACCESS TO THE DATA WE HOLD**

Any person wishing to verify the information held on them by Horsham Photographic Society, or who can correct or update that information, may apply to the Data Protection Officer Manager.

**HOW WE DEAL WITH A BREACH OF SECURITY**

If we suspect a breach of security, we shall take steps to inform the individuals affected in a reasonable time and review our procedures to see if steps can be taken to improve our data handling.