



Melton Mowbray
Photographic
Society

**Affiliated to the
North East Midlands Photographic Federation (NEMPF)**

**Appendix E
Melton Mowbray Photographic Society
Data Protection**

Approved 08/09/2020 Final Version V3

Data Protection Policy

Melton Mowbray Photographic Society (MMPS) are committed to protecting and respecting your privacy. MMPS is established with the objectives set out in its constitution and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details including address, email address, telephone number, records of entries to events, emergency contact, and such other information as may be necessary for the effective management of the legitimate interests of MMPS.

MMPS collects and holds personal information about:

1. The members of MMPS.

- This information is used to facilitate administration and activities of MMPS.
- Email addresses are used to inform members of forthcoming activities, results of competitions, upcoming competitions, and other photographic activities, which may be of benefit to MMPS members.

Use and document management

2. MMPS may retain historical archives for such as, but not limited to, records of meetings, catalogues, competitions and event photos, awards, and other event results.

MMPS sets restrictions on which committee members have access to any personal details entered on to the MMPS membership form.

- All membership form data is visible to the Chairman, Treasurer, Secretary, and Membership Secretary on MMPS Google Drive.
- Google forms, survey information and abbreviated versions of the membership data are issued to other committee members to carry out their MMPS functions.

All club competition data including email addresses and photograph submissions are stored in the competition software –PhotoEntry.

External competitions such as Knox, Nempf, Fosse, Sileby etc - The name of the photographer and Competition photographs may be used to enter MMPS supported competitions, please inform the competitions secretary if you do not wish to have any photographs included. These will be imputed into the relevant software detailed on the application; this may include sending via email.

Photos taken at meetings may be used on the public Facebook page to promote Society activities. The top 3 competition images will be used in a low-resolution format. The Author retains the rights to their images.

MMPS does not disclose members' addresses, telephone numbers, or emergency contact details to third parties.

MMPS Committee Members will so far as is reasonably practical, ensure the safe keeping of any records under their control.

Constitution of 'The Melton Mowbray Photographic Society'

Any person wishing to query, verify, rectify, or request deletion of the information held by MMPS may apply by email to the MMPS Secretary via MMPSSecretary1@gmail.com