

Towcester and District Photographic Society ("TDPS")

Privacy and Data Protection Policy

This document describes how TDPS will use and protect members' personal data. In particular it defines acceptable use criteria for email sent to the addresses provided by the members to TDPS.

1. TDPS will use members' personal data to communicate with members in relation to the legitimate interests of TDPS. E-mail has been chosen as the principal means of communication which is both immediate and cost effective.
2. E-mail is the only means by which invitations are issued to members for joining online meetings.
3. Members of TDPS are invited to provide email addresses when joining TDPS and to inform the Chairperson of any change to their email address.
4. A list of the email addresses provided by current members is maintained by the Chairperson and/or Secretary and is made available to other Officers of the Club on a needs basis for the sole purpose of communicating with members matters relating to TDPS and its business. This list shall be version controlled and dated to ensure that the correct version is used at any point in time. The Officers are those detailed in the constitution and voted for by the members at the most recent AGM.
5. Members' personal data will not knowingly be provided by TDPS Officers to other organisations or individuals, except when necessary and in relation to the legitimate interests of TDPS (for example when entering the work of a member in an inter-club competition, that member's name will need to be disclosed).
6. Officers of TDPS will delete old versions of the list of members' emails from their electronic devices within three months of receiving a new version of the list; and will ensure all members' email addresses are deleted from their computers when they cease to be Officers of TDPS.
7. Emails between Committee members ("Committee Emails") shall use the "To:" or "cc:" fields for all recipients, thereby facilitating use of the "Reply all" feature, which enables all Committee members to share their views with all other Committee members, outside of a Committee meeting.
8. E-mail messages sent by officers of TDPS to members are divided into two categories:
 - a) "Individual" messages will be sent when there is only one recipient.
 - b) "Whole club" messages are messages sent to all members with an email address who agree to it being used in this way.

9. All e-mail messages sent by officers of TDPS to members are governed by the following Rules:
- a) "Whole Club" messages should be reasonably expected to interest a majority of the TDPS membership.
 - b) Chain letters, pyramid schemes or make money fast schemes, and commercial email will not be permitted in any category.
 - c) E-mails will be clearly written, not overly long and not containing attachments totaling over 5Mb in size.
 - d) Messages other than individual messages or Committee Emails will use the "bcc" field in order not to disclose the email address of one recipient to another. If the "bcc" field is not available, then individual messages must be sent.
10. Members who wish to be removed from the email address list will be removed and receive no further e-mail of any kind from the Club.
11. The subject line of all emails from the officers of the Club will contain the words "Towcester and District Photographic Society" or "TDPS" to assist members in filtering such messages.
12. Members' membership application forms are held by the Treasurer or Secretary, with the Chairperson holding a photocopy. Information collected on the membership application form is as follows: member's name, postal address, email address, mobile telephone number and landline telephone number. With the exception of the member's name and email address, information on the membership form will not be held in electronic form.
13. When a member ceases to be a member of TDPS their name and email address will be removed from the email address list maintained by the Chairperson within three months of them ceasing to be a member. Their membership application form (and any copy thereof) shall be securely destroyed within six months of them ceasing to be a member.
14. A member may request that TDPS discloses to them the personal data held in respect of that member. This should be done by contacting either the Chairperson or Vice Chairperson, who will provide the data within one month of receiving the request. If any personal data so disclosed is inaccurate, the member should inform the Chairperson or Vice Chairperson of the correction needed, who will ensure that the TDPS records are updated within one month of receiving the request.