

EDINBURGH PHOTOGRAPHIC SOCIETY

Data Protection Policy

Edinburgh Photographic Society (the “Society”) is a Scottish Charitable Incorporated Organisation (SCIO), with registration number SC017042. The Society has a published Constitution (<http://www.edinburghphotographicsociety.co.uk/wp/constitution/>).

The Society operates as a Data Controller within the UK.

The Society collects and holds personal information about its Members and users of certain services provided by the Society.

The personal information referred to in this Policy includes Name; contact details (email, telephone number, address); Membership Status (e.g. Life, Joint, Ordinary); Photographic Distinctions; UK Tax Payer status (for Gift Aid); records of entries to photographic events; photographs used at events; and such other information as may be necessary for the effective management of the legitimate interests of the Society in accordance with its Purpose and Activities as identified in the Constitution.

Any person wishing to verify, alter or delete personal information held by the Society may apply to the Secretary.

This DPP has 4 key sections:

1. Information use by The Society to carry out its Purpose and Activities for its Members.
2. Information and Image use by The Society to carry out its Activities for its active Photographer Members in both Internal and External Events.
3. Other Information that may be collected from both Members and Non-Members using services of The Society
4. Acknowledgement that the Society retains historical records of its Activities.

EDINBURGH PHOTOGRAPHIC SOCIETY

1 For Members, this information is used to facilitate administration of the Society in carrying out its Purpose and Activities

- 1.1. Personal information is compiled from Member supplied information. The information is only available to certain Council Members and Office Bearers with a need to know for the execution of their roles. Each member is allocated a membership number which links back to this data. The membership number offers some degree of anonymity when images are provided for competition judging.
- 1.2. Limited data is used electronically by Council (Webmaster) for secure website log-in e.g. to access member only areas of the website, or for content provision.
- 1.3. Door entry tokens are assigned to and activated for current members to allow secure access to Society premises and specific areas. Entry events are logged to individual members.
- 1.4. Contact details of Office Bearers and some others allocated to provide particular services may be published within the Society's Syllabus. (This information is excluded from the PDF Syllabus when it is published on the Society's website). Details and permission will be confirmed annually before publication of the Syllabus.
- 1.5. To meet statutory obligations Membership Information will be retained for a period of not less than 6 years. This includes Members' donations via Gift Aid the details required by HMRC (Name, Address, Date, Fee Paid).
- 1.6. **Communication;** The Society operates a number of communication channels to circulate information for administration or event purposes.
 - 1.6.1. **Routine Contact with Members.** The Society operates an "Opt-In" global email System and Members must elect to receive routine notices e.g. details of Society and photographic items of interest; submission details for competitions and exhibitions; or syllabus changes (including weather related problems than can be at short notice). Members are therefore encouraged to "Opt-in". Global emails are sent as blind carbon copies (BCC).
 - 1.6.2. **Contact with individual Members.** In connection with their duties, Society Office Bearers may contact individuals directly on their personal email address (as supplied). In some circumstances Office Bearers may write or telephone individual members using the supplied details.
 - 1.6.3. **Quarterly EPS Bulletin.** This regular communication provides a round-up of news and comment from the Society. It is sent via email to all on the Society's global email list. Content is by contribution to the Bulletin Editor.
 - 1.6.4. **On-line.** The Society publishes news including successful images created and submitted by Members. Some of these may be used to publicize the Society's events e.g. the Members' exhibition and the activities of the Society in general (See para. 6). The Society also maintains a Facebook page for items of more general interest. Members' images may be used here to illustrate the items.

2 For Members, as Photographers (Image Makers), participating in the activities of the Society, including external events.

Part of the Society's Purpose and Activities is to use Members' images within External Competitions and Exhibitions to represent the work of the Society. To use Member's images submitted for Internal Competitions or Exhibitions the Society requires the member's permission. The Society will endeavour to make Photographers aware in advance that images are included within these external events. This information is managed subject to the event or competition rules, and includes participation in SPF, PAGB events.

- 2.1. **Permissions:** The Society will request explicit permission (via Check boxes on the Membership enrolment form) at the start of each season to use any images submitted to competitions or exhibitions. The Photographer retains copyright at all times.
 - 2.1.1. Each Photographer submitting images certifies the work as his/her own.
 - 2.1.2. Each Photographer gives The Society permission to reproduce all or part of the material entered, free of charge for publication and /or display in media related to the Activities of the Society.

EDINBURGH PHOTOGRAPHIC SOCIETY

- 2.1.3. Each Photographer consents to the retention by the Club of information identifying the Photographer as the creator of an Image.
 - 2.1.4. The Photographer will be credited appropriately when any image is used. The Society assumes no liability for any misuse of copyright.
 - 2.1.5. Images will be attributed to the Photographer by Name and Image Title (for Exhibitions and Salons, Photographic Distinctions may also be provided to the Organizers).
 - 2.2. Internal Competitions: Information Use
Membership Number, League Number and Image Title are required to identify submitted photographs. The Photographer's Membership Number gives a degree of anonymity, during the judging process, (Competition Secretaries have access to the member Information from which they correlate Membership Number to the Members' Names for scores and league table). League tables for competitions are published on the Society's website with scores attributed to the Member by Name.
 - 2.3. External Competitions: Information Use
The Society participates in a number of external events. These include Inter-club Competitions, The Fine Art Library and Dublin Exhibitions. They also include competitions with other Scottish Photographic Federation (SPF) clubs, in National Photographic Alliance of Great Britain (PAGB) events and International exchanges of images. Information required in these cases is the Member's Name and Image Title. Additionally, in the case of Photo Exchanges, Members may be asked for a little more technical information and description. This information with Photographic Distinctions, if appropriate, will be passed to external organizers, as necessary for management of the activity.
 - 2.4. Group Entry to Salons
Where the Society is the Entrant on behalf of multiple Members, then the Entrant warrants that each Member has consented to the supply of identifying information as if the Photographer had entered in person. This will be clarified in the entrance form at the time of submission.
- 3 Other Information as necessary for the conduct of the Purpose and Activities of the Society to the wider community.**

This information is used to satisfy a requested service or a contractual requirement. This information may be retained to provide a record of the activity and the outcome.

 - 3.1. One such Activity run by the Society is the annual Edinburgh International Exhibition of Photography (*or Edinburgh Photo Salon*) (EI). The Society requires certain information to manage and run the EI. The rules for entering are published on the EI website. Currently the EI is under the patronage of external photographic bodies including the *Fédération Internationale de l'Art Photographique* (FIAP). External bodies require details to be shared in accordance with their service requirements - this includes Entrant Name, Address, Photographic Distinctions, Email Address, Image titles of accepted and awarded images.
 - 3.2. **Website Operation.** The Society has a website service at www.edinburghphotographicsociety.co.uk . When accessed, a number of non-personal cookies may be placed in the viewer's web browser. We use both session and persistent cookies to run the service. For those with user accounts (e.g. Site Admin and Bookings facility) we use essential cookies solely to authenticate users and prevent fraudulent use. The full Cookie Policy can be found here: <http://www.edinburghphotographicsociety.co.uk/wp/constitution/cookies-policy/>
- 4 Archives and History**
 - 4.1. The Society retains historical archives e.g. records of meetings, handbooks, catalogues, prints and images, awards and other event results.