

ATHERTON & DISTRICT AMATEUR
PHOTOGRAPHIC SOCIETY

Data Protection Policy

Revision 2018-2

Data Protection Policy

General

- 1.1 Personal data such as your name, address and contact details are held electronically and in paper copy. These details are used by the Club elected representatives for the purposes of running the society and are not shared with anyone without your express permission. Paper records may be kept for up to for 7 years after your membership ceases, after which they will be destroyed.
- 1.2 Compliance with the policy is the responsibility of the Chairman.
- 1.3 No committee member will share your personal information with a third party without that member's explicit consent.
- 1.4 Interclub and similar events will involve sharing names for the purposes of running the event. The organiser must ensure that every member whose work is used has given their explicit permission.
- 1.5 Personal information about club members shall not be revealed to any outside party.
- 1.6 All personal information kept shall be shared with the committee for the purposes of running the society. For example; arranging social events or participation in internal and external competitions.
- 1.7 Names of members could be kept indefinitely to enrich the history of the society. For example; members names are engraved in trophies awarded for excellence, and member names may be associated with group photographs as a record of social activities.
- 1.8 Re: Lancashire and Cheshire Photographic Union (L&CPU) - Committee members' position, name and e-mail addresses are shared on the L&CPU Information portal website as the Society is affiliated to the L&CPU. Members' names are used when their images are entered into external competitions.
- 1.9 In line with the regulations you retain the right to access information stored by the Society in a readable format, free of charge and upon request.
- 1.10 If further information is required please contact info@adapsuk.org.

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Online Data

- 2.1 The website services are the responsibility of the Chairman and supported by the website administration team.
- 2.2 Your personal data (for example username, email address and IP address) will be used when registering for the forum and are required to maintain software functionality.
- 2.3 The software used by ADAPS shall be kept up to date; we will take reasonable skill and care to secure our online presence and protect your personal data.
- 2.4 The website will record IP addresses to maintain software functionality.
- 2.5 With your permission images submitted may be used on the web for the purpose of promoting of the Society.
- 2.6 You retain all copyright of submitted images. We will remove all your images and personal data upon request.
- 2.7 Members posting on the forum either messages or images are doing so of their own volition and are responsible for the content of their posts. The Society bears no liability for personal opinions shared by members.
- 2.8 To comply with UK law we will notify the Society Members of any events which could have compromised security or personal data within 72 hours of detection.
- 2.9 If further information is required please contact info@adapsuk.org.

