



## Data Protection Policy

***The Ipswich and District Photographic Society is established with the objects 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, records of entries to competitions, and such other information as may be necessary for the effective management of the legitimate interests of IDPS. Any person with a valid interest and wishing to verify the information held by the IDPS may apply to the Secretary.***

***IDPS collects and holds personal information about:***

- 1. Members of the Society and those offering their services to the IDPS e.g. administrators of exhibition venues, judges and lecturers. Such data includes, but not limited to: name, address, email addresses, webpage addresses, and distinctions.***
- 2. This information is used to facilitate administration and services. The information is held by the Committee and is not circulated to anyone outside of IDPS.***
- 3. Photographers as the creators of Images used in the activities of IDPS.***

***IDPS may retain historical archives for example but not limited to, records of meetings, exhibition catalogues and exhibitions.***

***Data relating to contact details will be removed from the main database once a person is no longer a member of the Society. Such contact details will be archived, but if individuals do not wish this to happen, they should inform the Membership Secretary when leaving.***

***Circulation of information via email, where appropriate, will be done via 'bcc' to protect individual addresses.***

***This Policy will be reviewed annually.***