



Maghull Photography Club

Data Protection Policy

General Statement of Duties

Maghull Photography Club (MPC) has the responsibility to comply with the Data Protection Act (DPA), the General Data Protection Regulation (GDPR), and any applicable successive law or regulation. These set out the standards that must be satisfied when obtaining, recording, holding, using, or disposing of personal data. MPC aims to have transparent systems for holding and processing personal data. The Committee will be made aware of this Policy and their duties under this policy.

The Data Protection Act (DPA)

In order to comply with the DPA, MPC must comply with the eight Data Protection Principles which state that personal data must be:

- Processed fairly and lawfully;
- Obtained only for one or more specified and lawful purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than is necessary;
- Processed in accordance with the individual's rights under the DPA;
- Kept secure; and
- Not transferred to countries outside the European Economic Area unless there is adequate protection to the individual in relation to processing. 3 General Data Protection Regulation (GDPR).

Under the GDPR, MPC must comply with the data protection principles which sets out that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Processing of Personal Data

MPC needs to collect and use certain types of information about members to operate, including personal data as defined by the DPA and GDPR. MPC need to know this basic personal data in order to provide members with information relating to them as a member of the club, or as an attendee of events MPC are involved in.

For example, MPC use member data to:

- inform about internal and external competitions, events and;
- update about any changes;
- advertise events;
- Maintain records of club members names and email addresses on the Lancashire & Cheshire Photographic Union (LCPU) portal
- Legitimate interests
- disclose photographs and names of members of MPC to the media (or allow the media to take photographs of members) for promotional purposes. MPC will only collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs, or to comply with any legal requirements.

All the personal data we process is processed by The MPC Committee in the UK, however, for the purposes of IT hosting and maintenance this information may be located on servers outside of the European Union.

Disclosure of Personal Data to Third Parties

The information that MPC retain to use is for our own communication purposes and will not be shared or sold.

Accuracy of Personal Data

MPC will endeavour to ensure that all personal data held in relation to a member is accurate. Members must notify MPC in writing of any changes to information held about them. A member has the right to request that inaccurate information about them is erased or corrected.

Requests for Access to Records (Subject Access Requests) - All requests for access to records must be made in writing to the MPC Committee. A written response acknowledging the application must be sent to the applicant within 5 working days of the request. The MPC Committee must authorise the applicant's request for access before any information is disclosed.

A response to a request to be given within 1 month of the written request being received, and MPC:

- must confirm whether personal data is being stored or processed
- give a description of the personal data that is being stored
- the purposes for which the personal data is being processed

MPC must also provide, in an intelligible form, a copy of the information held and, where possible, details of the source of the information.

Security of Personal Data

MPC will ensure that only members of The Committee will have access to personal data where it is necessary for them to do so. MPC will take all reasonable steps to ensure that personal information is held securely and is not accessible to unauthorised persons.

Retention of Personal Data.

If a member leaves the club, MPC shall immediately and securely dispose of their personal information. The competition results and attendance registers are held for 3 years.

Email Service Provider

MPC use the MailChimp service as the system to send emails to members of the club. The only personal data stored on the MailChimp system are names and email addresses of members who have either given their consent or completed a registration form. Members can unsubscribe at any time from these email updates by clicking the unsubscribe link in the email, or by emailing info@maghullphotographyclub.co.uk. It should be noted that in unsubscribing, members will no longer be able to receive important emails detailing upcoming events and items of interest, or updates from the committee.