



## Privacy Statement

This document explains what personal information is held by the Society, what it is used for and how it is kept safe. If you have any queries or concerns please contact us via the form on our website at:

[www.southpethertonphotoclub.org.uk/Contacts.html](http://www.southpethertonphotoclub.org.uk/Contacts.html)

### What Personal Information do we keep?

The only information the Society keeps is names of individuals and their contact details; nothing else\*.

Members: we ask for your preferred means of us contacting you (ie e-mail, telephone or post). We would prefer to contact you by e-mail, but in the end how we contact you is your choice. Under current Data Protection law our legal basis for processing your personal information is 'legitimate interest' – in other words it is reasonable for us to assume that as you have decided to become a paid up member you would like us to contact you with information about the Society's meetings and events.

Visitors/Friends: we ask for your consent to contact you by e-mail. The easiest way of giving us consent is via the form on our website: [www.southpethertonphotoclub.org.uk/Contacts.html](http://www.southpethertonphotoclub.org.uk/Contacts.html) You can withdraw your consent at any time using the same form. Thus under current Data Protection law our legal basis for processing your personal information is 'consent'.

\* If you enter our monthly challenge competition, your name and the image you entered will appear together on the Challenges photo album on our website.

### What do we do with your Personal Information?

The only thing the Society does with your personal information is to use it to inform you about our meetings and our other events (such as our annual exhibition); nothing else.

### How do we keep your Personal Information safe?

- (a) Your name, contact preference and contact details are kept on a secure webpage:-
- (b) The page is protected by 2 layers of password access in order to keep it safe from accidental discovery or disclosure, and;
- (c) Its coding encrypts your contact details so that they cannot be harvested by robots and web-crawlers and used to send spam or phishing mail to you, and;
- (d) On decryption it has an automated e-mail generation function which creates mail pre-populated with recipient addresses in the BCC field (ie so that recipients cannot see the e-mail addresses of other recipients), and

The top level of password to the page is only issued to 'officers' of the club who are organising club meetings events or activities and who are therefore responsible for informing members and visitors about what the Society is doing. Access for them ensures that contact preferences and consents are abided by, that they are using up to date contact information and that they have no need to keep personal copies of the data.



# South Petherton Photographic Society



## Club e-Mail Addresses

'Officers' of the Society are provided with generic e-mail addresses (xxxxxx@southpethertonphotoclub.org.uk) so that they can be contacted by others without the need to disclose their personal information. Mail coming into these mail boxes is automatically forwarded to the intended recipient.

## How do I change my consent or complain about the use of my Personal Information?

Please send an e-mail to [webmanager@southpethertonphotoclub.org.uk](mailto:webmanager@southpethertonphotoclub.org.uk) or, alternatively you can message us using the form on our website: [www.southpethertonphotoclub.org.uk/Contacts.html](http://www.southpethertonphotoclub.org.uk/Contacts.html)

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