

Leicester Forest Photographic Society

Data Protection Policy

The aims of the Leicester Forest Photographic Society (LFPS) are to promote the enjoyment of photography in the community and help members develop their photographic abilities in a friendly and supportive atmosphere. The society is open to all, whatever their level of photographic skills.

To carry out its aims the society needs to record some personal information about its members: this is usually name and contact details as well as details of entries to competitions, exhibitions and similar events. No information beyond that required to carry out its aims will be recorded and it will not be retained longer than is necessary.

1. Leicester Forest Photographic Society maintains a list of the names and contact details of all members. This is maintained and kept by the Membership Secretary, though it may be shared with other committee members if needed to perform their duties. These details may be retained for up to one year after a member leaves the society.

2. Contact details will not be released to anyone outside the committee without the consent of the person concerned. This sometimes occurs when a member or non-member wishes to make contact with someone within the society.

3. It is customary for the contact details of committee members to appear in the society's printed programme, though some or all of the contact details will be withheld if requested by the person concerned. Contact details will not appear in the version of the programme used on the website, though names will. No contact information of non-committee members, apart from names, will appear in the programme (printed or online) without the permission of the people concerned.

4. The list of members' email addresses will be used to circulate news of forthcoming society events, competition entry dates and similar information considered to be of interest to members. Emails to more than one member will use the Bcc feature to prevent the addresses of other recipients being seen. Members will have to opt in to receiving these emails and can then choose to be removed from the circulation list at any time by contacting the Membership Secretary. The email list will not be used to circulate marketing material from external companies or services.

5. Any member wishing to see the information held about them may request this via the Secretary. Any errors or omissions found will be corrected within a reasonable time.

6. The names of photographers as the creators of images used by the society may be stated in exhibitions and the publication of catalogues, programmes, results, awards, LFPS website or other publicity.

7. The society may retain certain records indefinitely. These include, but are not limited to, records of meetings, programmes, catalogues, awards and other event results.

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