



# *THE EAST ANGLIAN FEDERATION OF PHOTOGRAPHIC SOCIETIES*

**FOUNDED 1910**

Member of the Photographic Alliance of Great Britain

Hon. General Secretary: Sue Dobson CPAGB. APAGB., 45 Regent Road, Epping, CM16 5DL  
WEBSITE: [www.eaf.org.uk](http://www.eaf.org.uk)

## **DATA PROTECTION POLICY (PRIVACY POLICY)**

The East Anglian Federation of Photographic Societies (the EAF) is established with the objects set out in its Constitution, to serve the interests of its Member Clubs and as such is a data controller within the UK.

All personal data and information collected, is held securely and except where detailed below, is for the Executive Committee use only for Membership purposes and for the effective management of the lawful and legitimate interests of the EAF. It may be used to communicate with Member Clubs by email or post in connection with Membership and for online publicity via the EAF Website.

Personal data/information collected will not be issued to any other data controller for use in electronic marketing or the issue of marketing material, which includes the offer of services addressed specifically to any Member Club or individual. There is no prohibition of general advertising, or material not directed to an individual e.g. a poster or the issue of leaflets at a Club meeting or Federation Event.

General business records will normally be held for a minimum of eight years. The EAF may retain historical archives, for example, but not limited to, records of meetings, handbooks, catalogues, publications, awards and other event results.

### **The personal data and information referred to in this Policy includes:**

- names,
- distinctions,
- club contact details,
- Judges and Lecturers contact details
- service records,
- general membership records,
- records of entries to Championship Competitions and the Annual Exhibition,
- digital images
- such other information as may be necessary for the effective management of the legitimate interests of the EAF and the Photographic Alliance of Great Britain (the PAGB).

The EAF collects and uses personal data and information for effective management purposes and a number of other specific purposes:-

### **The Club Directory – which includes:**

Information about Executive Committee Members,  
Information about our member Club meeting venues and times,  
Information about any person nominated by our Member Clubs to receive communications – whose Specific consent is held by the Member Club  
The Federation Constitution and Rules  
An archive record of the Federation's Past Presidents

The Club Directory is circulated to EAF Member Clubs and those whose contact details are included therein. It may also be circulated to the PAGB and to other PAGB Member Federations for reference purposes only.

### **The PAGB Handbook and the EAF Judges and Lecturers Handbook – which may include:**

Information about Judges and Lecturers  
contact details of Members of the EAF Executive  
The contact details of Members of the PAGB Executive  
An archive record of the names of those awarded by the PAGB

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The EAF entries in the PAGB Handbook and the EAF Judges and Lecturers Handbook contain only contact details for which specific consent has been provided by those included therein. No individual email addresses are quoted but a link is provided via the EAF Web site.

The PAGB Handbook is circulated to the PAGB Member Federations, Affiliated Clubs, Member Federations and to those whose contact details are included therein. It will also be provided to those advertising within it, but only as a business record.

The EAF Judges and Lecturers Handbook is circulated to EAF Member Clubs and may also be circulated to the PAGB and to other PAGB Member Federations and Clubs *purely* for reference purposes.

The personal information contained therein will not be issued to any other data controller for use in electronic marketing or the issue of marketing material addressed to any individual.

### **The EAF Championships**

Photographers, as the creators of images enter the EAF Championships via their Club.

The EAF, as receiving data controller has no direct relationship with the data subject and has to rely on consent passed on by Member Clubs and will therefore have 'implied consent' for legitimate use..

It is the responsibility of Member Clubs entering such EAF events to obtain 'specific consent' for use of their data directly from the Club Members.

The EAF will be required to pass contact details to the PAGB for those Member Clubs selected to represent the EAF at Inter Federation Championships, for legitimate use in that connection only.

### **The EAF Annual Exhibition and The PAGB Inter-Federation Competition/Exhibition**

Photographers, as the creators of images enter the EAF Championships directly, with entries sent via their Club.

The EAF, as receiving data controller therefore has direct relationship with the data subject and will ensure that specific consent is provided at the time of entry, for data/information to be used by the EAF and passed to the PAGB for legitimate use in the Inter-Federation Competition/Exhibition for legitimate use in that connection only, where appropriate.

Member Clubs are not able to give either implied or explicit consent in this connection.

### **The EAF 'Bulletin' and other EAF Catalogues, Publications or Posters :**

Personal data and information, including EAF Award winning images, may be included in printed publications, catalogues produced in the EAF 'Bulletin' which is issued only to Member Clubs.

The EAF Bulletin is published on the EAF website and is viewable by anyone. However, prior to publication all personal contact data and information is removed.

Personal data and information may be temporarily 'shared' with our Printers for production of the Club Directory, the Judges and Lecturers Handbook, the Bulletin, catalogues, posters, other EAF publications and the despatch of the 'Bulletin' as approved at the EAF 2018 Annual General Meeting.

### **The EAF Website:**

The EAF Website records the names of Member Clubs but no individual contact data/information. A link to each Member Club's website is included for that purpose, where appropriate

As mentioned above EAF Award Winning images from the EAF Championships and EAF Exhibition will be displayed unless consent has been specifically withheld. The EAF will assume implied consent for EAF Championship award winning images.

All personal EAF Executive Committee, Judges and Lecturers email addresses for use by those contacting via the website, are stored securely by the EAF Internet server for the sole purpose of 'redirection' when the 'name@eaf.org.uk' address is used.

### **The Right of Subject Data/Information Access - The Right of Rectification:**

Personal data held by the EAF as data controllers is to our knowledge accurate. There may be circumstances where the accuracy is genuinely disputed and published or printed archives, that may have been correct at the time of record, are no longer so. Data subjects are entitled to access all personally identifiable data/information held by the EAF as data controller. The data subject does not have to give a reason for the request and can also request that personally identifiable data/information is erased.

To make a request under these rights, data subjects can write to the EAF Honorary General Secretary.

### **Review:**

The EAF Data Protection Policy (Privacy Policy) principles and their application will be kept under review at least every 12 months and Member Clubs will be notified immediately of any breaches or changes.

(Approved by the Executive Committee, May 2018)