



# THE EAST ANGLIAN FEDERATION OF PHOTOGRAPHIC SOCIETIES

## 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 ("**Personal Information**") 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 Information will not be issued to any other data controller for use in 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 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 any event organised by the EAF or PAGB,
- digital images and audio visual sequences,
- 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 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 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, and starting in 2025 it will be available on the EAF website as a password protected document. It may be circulated also to the PAGB and to other PAGB Member Federations and Clubs for reference purposes only but, other than to persons already stated, it will not be provided to any other third party.

The Personal Information contained in the Club Directory will not be used by the EAF for any other purposes including marketing.

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

- Information about Judges and Lecturers
- The contact details of Members of the EAF Executive



The entries in 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 EAF Judges and Lecturers Handbook is circulated to EAF Member Clubs and those whose contact details are included therein, and starting in 2025 it will be available on the EAF website as a password protected document. It may be circulated also to the PAGB and to other PAGB Member Federations and Clubs for reference purposes only but, other than to persons already stated, it will not be provided to any other third party.

The Personal Information contained in the Judges and Lecturers Handbook will not be used by the EAF for any other purposes including marketing.

### **The EAF Championships**

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

It is the responsibility of Member Clubs entering such EAF events to obtain 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 Audio-Visual Trophy, Judges Workshop, APM Advisory Day and APM Assessment Day**

Photographers, as individuals and the creators of images or audio-visual sequences enter these events directly.

The EAF, as receiving data controller therefore has a direct relationship with the data subject and will ensure that specific consent is provided at the time of entry, for Personal Information to be used by the EAF for legitimate use in that connection only, where appropriate.

Member Clubs are not able to give consent for these events.

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

Photographers, as the creators of images or audio-visual sequences are the direct entrants to these events but make their entries via their Club.

The EAF, as receiving data controller will ensure that specific consent is provided by the entrant at the time of entry, for Personal Information to be used by the EAF and for Exhibition images to be passed to the PAGB in the Inter-Federation Competition/Exhibition for legitimate use in that connection only, where appropriate.

Member Clubs are not able to give consent for the EAF Exhibition or PAGB Inter-Federation Competition/Exhibition.

### **EAF Catalogues, Publications or Posters :**

Personal Information, including EAF Award winning images or images that are part of Audio-Visual sequences, may be included in printed publications, catalogues, or posters.

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

### **The EAF Website and Facebook Page:**

The EAF Website records the names of Member Clubs but no Personal Information. A link to each Member Club's website is included for that purpose, where appropriate. This link is also provided (if available) on the PAGB Website, for authorised PAGB Officials and Members of affiliated Clubs use only.

The EAF Bulletin is published on the EAF website and Facebook and is viewable by anyone, however copyright images printed in the Bulletin are attributed to named authors having obtained their prior written consent.

EAF award winning images from the EAF Championships, EAF Exhibition or images extracted from EAF Audio-Visual Trophy sequences will be displayed on the EAF website and Facebook page provided that consent for such has been obtained.

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 EAF also maintains a Facebook page on which information regarding Federation and Club activities may be published. All posts will be approved prior to publication by the appointed Executive Committee Member / Members responsible for the Facebook page.



### **The Right of Subject Personal Information Access - The Right of Rectification:**

Personal Information held by the EAF as data controller is to our knowledge accurate. There may be circumstances where the accuracy is genuinely disputed and published in printed archives, that may have been correct at the time of record, but are no longer so. Data subjects are entitled to access all Personal 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 their Personal 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, November 2024)

