Wolverhampton Photographic Society

Privacy Policy

Wolverhampton Photographic Society is committed to protecting your personal information and this privacy policy relates to our use of your personal information collected from you either in person, or information you give us by letter, e-mail, web site form submissions or by telephone.

We collect and process relevant personal information about you in order to manage your membership of our society, keep you informed of events and/or photographic opportunities or activities and send you information by email, including a regular e-newsletter. However, the data we keep is limited to that which is necessary to communicate effectively with you.

What information we collect and when

- We collect and process information when you first become a member of our Society and complete the *Wolverhampton Photographic Society* Membership Form and pay the membership fee.
- We update our records at the start of each season when you complete the membership form. We will update your record at any time if you ask us to do so.
- If you contact *Wolverhampton Photographic Society* by email, or other means, we may record your name and contact details so we may contact you.
- We collect and process information when you submit entries to internal or external photographic competitions or take part in organised events.

For these purposes we record the following data about you:

- Name
- Membership number
- Address
- Email address
- Telephone number – landline and/or mobile
- Confirmation of payment of your membership fee
- Attendance at meetings to allow invoices to be sent by email to collect any fees due
- A record of your entries into our organised photographic competitions

If you enter photographs or images to regional or national competitions via *Wolverhampton Photographic Society,* details of your entries will be recorded for the purposes of administration.

How we store and protect this information

All information relating to your membership of *Wolverhampton Photographic Society* is kept in an encrypted spreadsheet which is password protected and only accessible to the Committee. Information relating to internal, regional or national competition entries may be recorded electronically or manually depending on which method is most convenient for easy administration of your entries.

How we use this information

The information about you is used to carry out the administration of *Wolverhampton Photographic Society* and to allow us to provide services and information to members.

Wolverhampton Photographic Society do not and will not give your information to others for commercial or other purposes and we will take all reasonable steps to ensure the information we keep about you is kept up-to-date and safe. We update our records as and when necessary but it is your responsibility to inform us of any changes, such as changing your address, telephone number or email address etc.

How long do we keep personal information?

We keep your information for a minimum of two years after you are no longer a member to allow us to communicate with you to keep you informed of activities and events you may find of interest. You can ask for communication to stop and/or your record to be deleted at any time.

Disclosure of your information

We may give information about you, but only with your permission, to other photographic bodies in connection with photographic events and competitions. We will never give your information to third parties for financial or marketing purposes.

Your rights relating to the information we keep about you

- You may ask us at any time to provide you with a copy of the information we keep about you. There is no charge for this.
- If you think the information we keep about you may be incorrect you can ask us to update it to ensure it is correct. We will correct inaccuracies promptly and without delay.

Requesting that we no longer keep information about you

If you do not want *Wolverhampton Photographic Society* to store your information you can ask for it to be deleted/removed but this may reduce the value of your membership.

How do I ask to see the information you keep about me or to update or remove my record?

You should write to the Chair or the Membership Secretary and your request will then be dealt with without delay.

You do not need to write to us to update such items as change of address or contact details etc. These changes can be done by email or when you attend a meeting in person.

Changes and updates to our Privacy Policy

The most up-to-date version of our Privacy Policy, as well as other policies relating to services used by *Wolverhampton Photographic Society*, is available on the web site.

Last reviewed: May 2026