



Ripon City Photographic Society – Data Protection Policy

Ripon City Photographic Society (RCPS) is affiliated to the Photographic Alliance of Great Britain (PAGB) and The Yorkshire Photographic Union (YPU).

RCPS complies with the Data Protection Act 2018, which incorporates the UK General Data Protection Regulation (UK GDPR). Under the Act, RCPS is a data controller and is exempt from formal registration with the Information Commissioner's Office (ICO).

1. Personal Information Collected

RCPS collects and processes personal data such as name, contact details (address, phone number, email), affiliations, subscription status, competition entries, and other data necessary for effective club administration.

2. Purpose of Processing

- To identify individual members, particularly in competition entries.
- To communicate with members about club activities, events, and news.
- To maintain membership records and facilitate club administration.
- To meet obligations in inter-club events and competitions.
- To satisfy contractual or service-based communications with third parties (e.g., venues, judges).

3. Legal Basis for Processing

RCPS relies primarily on the legal basis of 'Legitimate Interest' to process members' data, as it is necessary for the effective running of the Society. Consent is obtained when required, such as for inter-club competition entries.

Members may unsubscribe from non-essential communications by contacting the Club Secretary. Unsubscribing from non-essential communications (e.g., newsletters) does not prevent RCPS from contacting members about essential club administration.

4. Data Access and Storage

Access to personal data is restricted to RCPS committee members or others authorised by the committee for specific purposes. All personal data is stored on a password-



protected standalone computer which is held by one person, the Club Secretary. Requests to access this data by other committee members are managed by the Club Secretary.

5. RCPS Events and Competitions

Photographers enter RCPS events directly and their personal data is handled in accordance with the General Conditions for RCPS Competition Events. In the case of inter-club events, third-party entrants must provide explicit consent to organisers for holding their data.

6. General Business

RCPS may hold personal information for anyone contacting the club or being contacted by the club in the normal course of business. This data will be used solely for fulfilling service or contractual obligations.

7. Data Retention

- Membership data will be held for one year after a member leaves the club.
- General business records will be kept for a minimum of two years.
- Historical records such as meeting minutes, catalogues, and award results may be retained indefinitely for archive purposes.
- Personal data will not be given or sold to any third-party organisation.

8. Your Data Protection Rights

- Right to access – to request a copy of your personal data.
- Right to be informed – to know how your data is used.
- Right to rectification – to request corrections to inaccurate data.
- Right to erasure – to request deletion of your data.
- Right to restrict processing – to limit how your data is used.
- Right to data portability – to transfer your data to another system (unlikely to apply in practice).
- Right to object – to object to how your data is processed.



- Right not to be subject to automated decision-making (not applicable in RCPS as no such processing occurs).

To exercise any of these rights, members should write to the Club Secretary, who acts as the designated Data Protection Contact.

9. Data Breach Procedure

In the event of a personal data breach, the RCPS committee will assess the risk and, where necessary, report it to the ICO and affected individuals within 72 hours.

10. Member Responsibilities

All members will receive a copy of this policy upon joining (or a link to it on the website) and will be asked to confirm they have read and understood it, either by email or through the membership application form.

Members are expected to treat the personal data of other members respectfully and in accordance with this policy.

11. Policy Review

Date of policy: 11 August 2025

Date of next review: August 2027