

## Privacy Notice for HPS Website

The table below summarises the privacy Notice

<b>General Data Protection Regulation (GDPR) Requirements</b>	<b>Hoylake Photographic Society (HPS)</b>
<i>Purpose of the processing and the lawful basis for the processing</i>	Your information will be stored to enable HPS to provide Membership services
<i>Any recipient or categories of recipients of the personal data</i>	Your information will not be shared with third parties.
<i>Retention period or criteria used to determine the retention period</i>	Information about Members will be retained for a maximum of six years (in line with HMRC tax law) after the last contact with us.
<i>The existence of each of data subject's rights:</i> <ul style="list-style-type: none"> <li>• <i>The right to be informed</i></li> <li>• <i>The right of access</i></li> <li>• <i>The right to rectification</i></li> <li>• <i>The right to erasure</i></li> <li>• <i>The right to restrict processing</i></li> <li>• <i>The right to data portability</i></li> <li>• <i>The right to object</i></li> <li>• <i>Rights in relation to automated decision making and profiling.</i></li> </ul>	<p>Your rights under the GDPR are not affected and you have the right to view your data, correct any error or ask for it to be erased. You can ask for a copy of your records at any time.</p> <p>Contact the HPS Membership Secretary at this email address:  <a href="mailto:membership@hoylakephoto.org">membership@hoylakephoto.org</a></p>
<i>The right to withdraw consent at any time, where relevant</i>	You can cancel your Membership or out of the emailing list at any time, however in the latter case you will then not receive information about meetings or competitions.
<i>Identity and contact details of the controller (and where applicable, the controller's representative) and the data protection officer</i>	Your information is managed by the Hon Treasurer/Membership secretary or in their absence the Hon Secretary. They can be contacted at: treasurer@hoylakephoto.org secretary@hoylakephoto.org
<i>The right to lodge a complaint with a supervisory authority</i>	If you wish to complain about the handling of your personal data you can make a complaint to the Information Commissioner's Office ( <a href="http://www.ico.org.uk">www.ico.org.uk</a> )
<i>Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data</i>	If you choose not to provide personal information for us to process, HPS would be unable to provide Membership services for you, e.g. send you emails about upcoming events.

## Privacy Policy Details

### Addressing Individuals Members Rights:

When individuals become Members of Hoylake Photographic Society, they are advised that their information will be stored, and provided with Privacy Information summary (Page1)

The more detailed Privacy Notice, below outlines their rights and how Hoylake Photographic Society addresses them under GDPR.

#### 1. The right of access:

On a Subject Access Request to the Membership secretary:

- a copy of the Membership records for the individual will be provided.
- Additionally, on request, a search of and list of emails that have been retained to or from the individual will be provided.
- Personal information from the accounts can also be provided on request. Copies of any retained non-public paper data relating to the individual will also be provided on request, if they exist. Providing this information will be free of charge and will be completed within one month.

#### 2. The right to rectification

If information is incomplete or incorrect then it will be corrected by the Membership Secretary within two months.

#### 3. Storage and the right to erasure

Information about individuals will be deleted as far as possible on request except where it may be required for tax purposes in which case it will be deleted six years after it was obtained or last used. Information for marketing purposes will be deleted two years after it was last used or upon request.

#### 4. The right to data portability

Upon request, the Membership secretary will provide a copy of the Membership information relating to an individual in electronic format. This will be completed within one month.

#### 5. The right to object

Upon request from an individual, Hoylake Photographic Society will ensure that they do not receive direct marketing materials about the organisation.

This policy was agreed by Committee officers at the Committee Meeting held on 08/08/2023

It will be reviewed no later than 30/04/2024.