

The Aperture Photography Group

Data Protection Policy

The Aperture Photography Group's new Data Protection Policy is being introduced as a result of the General Data Protection Regulation (GDPR) coming into effect on 25th May 2018.

What *Personal Data* will we use?

The Aperture Photography Group (APG) will collect and use the following personal data:

- Name of Members⁽¹⁾/Potential Member⁽²⁾,
- *Members' contact details i.e.*
 - *Email address*
 - *Mobile number*
 - *Home address*
 - *Emergency phone number of family or friend.*
- Records of Members' interest and participation in events,
- Other such information as may be necessary for the effective management of the legitimate interests of the APG.

If Members and Potential Members are unwilling to provide this information, it may limit their ability to participate in the Group's activities

The APG does not obtain information about its Members and Potential Members from third parties.

How will personal data be used?

The APG will use Members and Potential Members' information to:

- Conduct its normal business.
- Enable Members and Potential Members to participate in the APG's activities, i.e. hold meetings, run training sessions, outings and workshops.
- Determine appropriate activities based on Members' suggestions.
- Assess the effectiveness of the APG's activities.

When can we use your personal data?

We use personal data in the following situations:

- Where the APG needs to communicate its activities with its Members and Potential Members.
- Where we have your express consent to share your personal data with other Group Members.
- Where we have your express consent to share your personal data with a third party.

Where will your personal data be stored?

- *All personal data collected from members will be stored on a personal computer belonging to the APG Membership Manager and backed up securely (i.e. using Cloud storage).*
- *A copy of the Members' Personal Data will be made available as a report to other APG Core Team Managers to facilitate the preparation and management of meetings, outings and training.*
- *Where a new copy of the Membership Personal Data Report is issued to Core Team Managers, they will destroy the old version upon receipt of the new report.*
- *Other such information as may be necessary for the effective management of the legitimate interests of the APG will be held by the relevant APG Core Team manager.*

For how long will we retain your information?

- We will only hold Full Members' personal data for as long as they continue to pay their annual subscriptions.
- Once a full Member fails to pay their subscription and/or notifies the APG of their decision to leave the Group, their personal information will be removed from the APG's records after a period of 6 months from the end of their membership.
- We will only hold the personal data for Potential Members for a period of three months after their first contact with the APG.

Who will we share your information with?

- The APG will not share personal data with third parties without the express permission of Members and Potential Members.
- The APG will share personal data amongst members of the APG Core Group for the purposes outlined above.
- The APG will not share personal data within the general membership of the Group.
- The APG will not share personal data with external parties.

Your choices and rights

Any Member or Potential Member wishing to verify, correct or update the personal data held by the APG, may apply to the Secretary.

Notes:

- (1) The term Members refers to all paid up members of the APG.
- (2) The term Potential Member refers to those people who have expressed an interest in attending a meeting of the club and may wish to become full members after two visits to the APG's meetings.