

Belfast Photographic Imaging Club (BPIC)

Data Protection Policy

Version: 2.0

Adopted: 7th May 2026

Next Review: April 2027

1 Introduction

Belfast Photographic Imaging Club (BPIC) is a voluntary membership organisation. For the purposes of data protection law, the Club is a data controller.

The Club processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We only collect and use personal data where it is necessary for the administration and activities of the Club.

1.1 Related documents

This policy should be read alongside the **BPIC Member Privacy Notice**, which provides a summary of how personal data is used and explains members' rights in a clear and accessible format.

2 Lawful basis for processing

The Club processes personal data on the following lawful bases:

- **Legitimate interests:** to manage membership, run meetings, competitions and events, and communicate with members
- **Consent:** where required, for example for publishing images, names or galleries on the website or social media
- **Legal obligation:** where required to comply with applicable law

Members may withdraw consent at any time where processing is based on consent.

3 What personal data we collect

The Club may collect and process:

- Name and contact details (address, telephone number, email address)
- Membership records and dates of membership
- Images submitted for competitions or events
- Competition scores and results
- Records relating to committee members, judges, speakers and prospective members

The Club does not collect special category personal data.

4 How we use and share personal data

Personal data is used only for the administration and activities of the Club. Access to membership records is restricted to committee members and the Club's appointed webmaster.

The Club uses email to communicate with members. Emails are normally sent using BCC to protect members' email addresses.

The Club does not sell or share personal data with third parties for marketing purposes.

From time to time, the Club may circulate information from affiliated photographic organisations or about photography-related events approved by the committee.

5 Images, competitions and publications

The Club may publish competition images, members' names and scores on the Club website or Club social media channels.

Galleries of members' images will only be published with the consent of the member concerned.

Participation in inter-club events may require images and limited personal data to be shared with other organisations. Members will be asked to agree to this in advance.

6 Data retention

Membership records are normally retained for up to five years after membership ends. The Club **Data Protection Officer (DPO) shall be the Honorary Secretary**. The DPO reviews records periodically and deletes personal data that is no longer required.

Historical records relating to the Club's activities (such as programmes, competition results and committee minutes) may be retained for archive purposes.

7 Your rights

Under data protection law, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of personal data
- Object to or restrict processing in certain circumstances

Requests should be made in writing to the Honorary Secretary using the contact details published on the Club website. Requests will normally be handled without charge and as soon as practicable.

8 Data security and breaches

The Club takes reasonable steps to protect personal data from loss, misuse or unauthorised access.

Any suspected personal data breach will be assessed by the committee and, where required, reported to the Information Commissioner's Office and affected individuals.

9 Website and cookies

The Club website may collect limited technical information, such as IP address and browser type, for basic website administration and analytics.

Where third-party analytics services are used, they operate under their own privacy policies.

10 Policy review

This policy will be reviewed periodically by the committee.