



BECKENHAM PHOTOGRAPHIC SOCIETY Data Protection Policy – Feb 2026

Background

Beckenham Photographic Society ("BPS" or "the Society") is a voluntary organisation which has to gather and use data about its members in order to function. These data items have been kept and managed in line with the principles of Data Protection set out in the Data Protection Act 1998. With effect from 25 May 2018, the latter is replaced in UK law by the Data Protection Act 2018 incorporating the European Union General Data Protection Regulations ("GDPR").

BPS Data Protection Policy

- BPS will hold personal data information sufficient to allow it to fulfil its legitimate interests as a photographic society. This information includes, but may not be limited to, each member's name, photographic distinctions, postal address, email address, telephone number(s), membership of other photographic clubs/societies and any specific personal information which a member chooses to advise to the Society. In addition, details of competition and exhibition entries will be held along with electronic versions of those images.
- Selected information about non-members, such as contact details of speakers, judges and other clubs, may be held for the Society's lawful purposes.
- Members will be required to complete a Membership Form at the start of each season, or on joining in the case of a new member, giving their details such as name and address, as above. Members can provide updated information to BPS at any time.
- Data will not be passed to third parties, with the exception of information about entries to inter-club and other relevant external photographic events or similar activities. Members will be required to sign a form confirming their ongoing consent in respect of any such activities and to allow relevant information, such as competition results, to be available on the Society's website.
- Data will be held securely and will be directly available only to the Society's Officials and Committee Members. For example, emails to the membership will be made from a central email address using a 'blind copy' distribution list, except in cases where members specifically agree otherwise.
- Members will be advised by email of appropriate photographic events and other relevant activities but no external marketing material will be passed on to members in this way.
- The Society will make all reasonable efforts to keep personal data up to date, based on information provided by members. Data for non-current members will be retained for a short period and will then be removed and/or securely destroyed. Some historical data, such as programmes, catalogues and trophy winners, will be retained for the foreseeable future.

- *Prospective members enquiring about membership of the Club. This information is only that disclosed by the prospective member when contacting the Club. It may be shared amongst officials to enable them to welcome the prospective member to the Club more effectively. It will not be kept longer than six months after an enquiry is made unless the enquirer becomes a member or by agreement*
- *Other groups and individuals in the external community whom the Club's members may help from time to time and those showing interest in the Society's activities such as exhibitions and workshops. This information is used to deal with enquiries and arrange activities including, but not limited to, sharing photographic knowledge, joint events and activities, photographing events, workshops, exhibitions and it may be retained for follow-up contact requirements*
- The Society's Officials and Committee will review this policy on a regular basis and will monitor and document compliance with the policy, as required by GDPR rules.

Your rights

You, as Data Subject, are entitled to request access to your personal data held by BPS. You also have the right to request amendment of incorrect data and, in certain circumstances, to have data erased. Any request should be made in writing to the Society's Secretary, who will maintain a record of requests and subsequent actions. If you are not satisfied with the response, you have a right to contact the Office of the Information Commissioner, www.ico.gov.uk, tel 0303 123 1113.