

Scottish Photographic Federation

Data Protection Policy

The Scottish Photographic Federation (SPF) is established with the objects set out in its constitution, and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, service records, records of entries to events, photographs at events, and such other information as may be necessary for the effective management of the legitimate interests of the SPF. Any person wishing to verify the information held by the SPF may apply to the General Secretary.

The SPF collects and holds personal information about:

1. The Executive Committees of itself, and of its Member Clubs; others who assist those Executive Committees (*including the Scottish Salon*); and those offering their services to the SPF community (*e.g. as Judges or Lecturers*). This information is used to facilitate administration of the SPF, its services and events.

- The information (*Name, Photo Distinctions, Address, Telephone Number, email address (& Club if applicable)*) is compiled into the SPF Directory and circulated to those named within it, and to SPF Club Committee members on request, in printed form or as a PDF.

- Limited data (*Name, Club and email address*) is used electronically by the SPF Executive Committee; for secure website log-in, and to circulate information for administration or event purposes. e.g. emails of subscriptions/insurance details of Competitions, and/or information and results via the SPF e-flash and e-salon. (*Most emails via Campaign Monitor to two Committee Members usually Secretary & Competition Secretary*)

- All Member Clubs will appear on our SPF website listing (*Club Name, Venue Address and Website details, along with the name of the Club's main contact*).

- The contact details of SPF officials allocated to provide particular services may be published generally, including on our website, and on event paperwork or in the PAGB Handbook.

- Additional information will be held on prospective/current SPF Judges for administration of Judge's Assessments and Feedback (*e.g. Feedback Forms and Judge's Questionnaires*)

2. Photographers, as Image Makers, participating in the activities of the SPF, including the Scottish Salon. (*Normally for Club entries; only Name, Photo Distinctions, Club are required to go with submitted photographs*) (*in addition email address and phone number are required for Club Competition Secretaries*) (*For Individual entries; The Scottish Salon requires; Name, Photo Distinctions, Address, Telephone Number, email address (& Club if applicable)*)

- This information is managed subject to the event or competition rules, and includes participation in PAGB, FIAP or Celtic Challenge events representing the SPF.

'Any photographs submitted may be selected to represent the SPF. By virtue of submitting an entry the entrant certifies the work as his own and permits the SPF to reproduce all or part of the entered material free of charge for publication and /or display in media related to the Competition, including on website or by circulation to the Clubs. The Photographer of each image will normally be credited with any use. The SPF assumes no liability for any misuse of copyright.'

By entering, the Photographer consents to the retention by the SPF of information identifying the Photographer as the creator of an Image. Where a Federation or Club is the Entrant on behalf of multiple Photographers, then the Entrant warrants that each Photographer has consented to the retention of identifying information as if the Photographer had entered in person.'

- And includes individual photographer's applications via the SPF to FIAP or PAGB (e.g. PAGB Awards/FIAP Distinctions) with their expressed permission (*Name, Photo Distinctions, Address, Telephone Number, email address & Club may all be required*).

3. Others necessary for the conduct of the business of the SPF. This information is used to satisfy a requested service or a contractual requirement, and may be retained to confirm the outcome.

The SPF may retain historical archives for example but not limited to, records of meetings, handbooks, catalogues, prints and images, awards and other event results.

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