



THE WELSH PHOTOGRAPHIC FEDERATION **UNDEB FFOTOGRAFFIG CYMRU**

Member of **FIAP** and the **Photographic Alliance of Great Britain**

DATA PROTECTION POLICY

The Welsh Photographic Federation (WPF) is established with the objects set out in its constitution to serve the interests of its affiliated clubs and members. The WPF is a data controller within the UK.

The personal information referred to in this Policy may include name, distinctions, contact details, affiliations, records of entries to events and such other information as may be necessary for the effective management of the legitimate interests of the WPF. Any person wishing to verify or delete the information held by the WPF, or who can correct or update that information may apply to the Secretary.

The WPF collects and uses personal information for several purposes.

1. Provision of Services

- a. The WPF holds personal information about the members of its committee, members of affiliated club committees, those volunteering their services as judges, presenters and others who choose to contribute to the WPF
- b. Those having details on the website account can amend their personal information by contacting the webmaster, a forwarding email generic address is available for those who want it.
- c. Contact details of WPF officials allocated to provide particular services may be published.
- d. Club details are published for the purpose of the local populus contacting them, a forwarding email generic address is available for those who want it.

2. WPF events

- a. Photographers, as the creators of images, enter WPF events either directly or via their club
- b. This information is held and managed subject to the general conditions for WPF events.

3. General Business

- a. The WPF may hold personal information for anyone contacting the WPF or whom the WPF contacts for the purpose of conducting its general business.
- b. This information is used to satisfy a requested service or contractual requirement.

4. Newsflash

- a. Newsflash contains both editorial and marketing material and may include contact details of those submitting material for publication.
- b. Newsflash is a published pdf and is available on subscription only.
- c. Any individual can subscribe to Newsflash to receive the published email, and can unsubscribe at any time. The current list of subscribers is held and used by the WPF independently of any other personal data, and is not used for any other purpose.
- d. Newsflash as a subscription only publication and its email and contents should not be forwarded to any other email address.

5. Data Protection – Images of People as published by the PAGB February 2019

- a. The WPF will adhere to and uphold the terms of the PAGB Executive Approved document – a copy attached for reference.

Data Retention

1. General business records will normally be held for a minimum of eight years
2. The WPF may retain historical archives indefinitely, for example but not limited to, records of meetings, handbooks, catalogues, awards and other events results
3. The WPF may pass historical records to a public archive

Executive Approved March 2025

Date of approval: 2nd March 2025 AGM