**Introduction**

Social media is a part of daily life for many individuals and organisations; there are many benefits to making use of social media, however there are also potential risks. This policy has been developed to inform our community about how North Cheshire Photographic Society (NCPS) will take advantage of social media, whilst being mindful of responsibilities and obligations under the Data Protection Acts 1998, 2003 and the changes GDPR (European General Data Protection Regulation) will introduce when it comes into force on 25 May 2018.

For the purpose of this policy NCPS currently use Facebook, the NCPS website and email as the main communication methods. The Upload Portal on our website is used to manage our entries to the various internal competitions.

The policy applies to all the members of NCPS.

**Data Protection**

[https://www.gov.uk/data-protection/the-data-protection-act](http://https://www.gov.uk/data-protection/the-data-protection-act)

NCPS needs to keep certain information regarding its ordinary and committee members to carry out the day to day management, meet the society’s objectives and to be sure the society complies with the legal obligations.

All personal data, defined as any data that can be used to identify a living individual, will be managed in line with the Data Protection Act (DPA) 1998 & 2003 (Amendment). This means that personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

NCPS, in line with the DPA principles, will ensure that all personal data held will:

· Be used fairly and lawfully

· Used for limited, specifically stated purposes

· Used in a way that is adequate, relevant and not excessive

· Accurate

· Kept for no longer than necessary

· Handled according to people’s data protection rights

· Kept safe and secure

· Not transferred outside the European Economic Area without adequate protection

Members have the right to know:

· What information is held by the Society

· How to gain access to the information

· How to keep it up to date

· What the Society is doing to comply with DPA & GDPR

**Responsibilities**

Overall responsibility for personal data in a not for profit organisation rests with the governing body, within NCPS this is the Committee who must ensure that they act in line with this policy and the data protection principles.

NCPS processes Member contact information (address/phone number) and email addresses.

Personal information is kept in applications, including word processing databases and spreadsheets

The data handlers within NCPS are the Membership Secretary who will hold the master copy and the members of the Committee. Other members may be involved in handling NCPS images for publicity purposes.

**GDPR**

The EU General Data Protection Regulation (GDPR) will be enforced from 25 May 2018. There are a number of key changes introduced by the regulation, however, the impact on NCPS should be minimal due to the small amount of personal data processed.

[https://www.itgovernance.co.uk/data-protection-dpa-and-eu-data-protection-regulation](http://https://www.itgovernance.co.uk/data-protection-dpa-and-eu-data-protection-regulation)

**Your images**

Members must only submit images of which they are the authors for use in competitions, or post images onto social media that are not likely to bring the Society in disrepute or cause the Society or the member to be in breach of DPA

**Copyright**

The members may allow NCPS to use images they have submitted to the Competition secretary elsewhere within social media, however, the copyright remains with the author/member.

It is critical that the laws governing copyright are adhered to, in relation to material owned by others and NCPS’s own copyrights and brands.

**Metadata**

[https://photographylife.com/what-is-metadata-in-photography](http://https://photographylife.com/what-is-metadata-in-photography)

[https://iptc.org/standards/photo-metadata/photo-metadata/](http://https://iptc.org/standards/photo-metadata/photo-metadata/)

Metadata is a set of data that describes and gives information about other data. Photo metadata allows information to be transported with an image file, in a way that can be understood by other software, hardware and other users regardless of the format.

Metadata is essential for identification and copyright protection. Metadata can be added to your images automatically, including location, size, file extension. Manually entered metadata, which can describe the image and its contents, can include any data that is relevant and descriptive, for example keywords, notes and copyright information.

Metadata can include data that is covered by the Data Protection Acts 1998 & 2003. If your images contain metadata, be aware that this data will be shared between organisations where your images are used.

**Photographic Competitions**

Images can be submitted to NCPS competition secretary for entry via the Portal into NCPS internal competitions. In addition images may be selected by the Selection Committee to represent NCPS in external competitions, including but not limited to competitions managed by the L&CPU and the PAGB.

If images contain metadata, this will be shared between NCPS and other organisations where the images are used.

**DiCentra & the Upload Portal**

NCPS use an application called DiCentra to view images in competition, and the Upload Portal to manage competitions run by the club. The format of the images will be either PDI (Projected Digital Image) or Print (where a PDI of the print has been uploaded to the Upload Portal). All images uploaded are held in the Upload Portal.

DiCentra is run as a stand alone application on the NCPS laptop.

Members have access to upload their images into Upload Portal, for use in internal club competitions.

All users will require a user name and password to access the Upload Portal . A user name will be entered by the NCPS Web Manager, the password is generated by the software and emailed out to the email address linked to the username. The Website will hold a user name, password and email address for the user. The user will be required to change their password when first logging in to the website.

Data Handlers can upload competition entries onto the NCPS website and facebook page where the images are publicly available.

**External Competitions**

Images submitted into the NCPS Competitions that score over 18, or are provided to the NCPS Selection Committee will be held in the NCPS Dropbox folder. Dropbox is a secure cloud system providing folder storage for files that can be shared with others. The NCPS Selection Committee has access to the Dropbox folder.

Images may be used in competitions within the L&CPU and PAGB external competitions, and may also be used by those organisations.

Policy Review

This policy will be reviewed every two years.