



Cyprus Photographic Society

General Personal Data Privacy Policy

Last Updated: 19/03/2019

1. **Introduction**

The Cyprus Photographic Society (CPS) is a nonprofit photographic club and it was founded in 1965. In 1965 CPS became a full member of the Federation Internationale de l'Art Photographique (FIAP).

In the following years, photography as an art form has expanded and its acceptance as a means of expression led to the establishment of the Society's activities. Since 1985 branches were created in four towns, Nicosia, Limassol, Pafos and Larnaca. Membership is open to all residents of Cyprus, irrespective of religion and origin.

CPS has established itself as a recognized artistic body, organizing annually both national and international prestigious photographic events, including competitions, exhibitions, seminars, lectures, photographic excursions and discussions.

CPS is committed to safeguarding the privacy of our members; in this policy we explain how we handle your personal data.

2. **How we use your personal data**

2.1 During your registration as a CPS Member we collect the following Personal Data ("Membership Data"):

- CPS ID Number (assigned when you first register to CPS)
- Name
- Surname
- Full Postal Address that is optional (if you want to receive our newsletters by post)
- Telephone Number
- Email
- Date of Registration
- Last Membership Payment Date

2.2 We may process your membership data. The source of the membership data is you when you fill in the CPS membership application. This data may be processed for the purposes of providing our services to you and communicating with you.

2.3 We may use your Membership data to sending you newsletters. This is done only after your consent.

- 2.4 The legal basis for the processing of your Membership Data, is our legitimate interests, namely the proper administration of our members list and membership fees payments and our obligations to report to Registrar of Companies in Cyprus.
- 2.5 We also collect the following personal data, when you are taking part to a photographic competition organized by CPS and/or in collaboration with other clubs or institutions (“Photo Competition Record Data”):
- CPS Membership ID Number (if you are a CPS Member)
 - CPS Branch where you registered as a member (if you are a CPS Member)
 - Name
 - Surname
 - Photographic Titles awarded to you (e.g. AFIAP, EFIAP, etc)
 - Telephone Number
 - Email
 - If you are a student or soldier (to allow a reduced entry fee to the competition)
 - A 5-digit ID number set by you as a unique identifier used during judging
 - The photos you send to us
 - The Title of each photo
- 2.6 The source of the Photo Competition Record Data is you when you complete and send to us the Photo Competition Participation Form.
- 2.7 We may process your Photo Competition Record Data for organizing, preparing and executing the judging process of your photos entered the competition.
- 2.8 Your Name, Surname, Photographic Titles awarded to you and photos and titles of the photos, may appear in lists published for announcement of the competition results. These lists may be published in Photo Catalogues and Awards Lists published on paper and/or electronic form on the internet.
- 2.9 We may use your Photo Competition Record Data for contacting with you and reporting back to you the results of the competition.
- 2.10 We may also collect the following personal data, when you are registering to a photographic seminar organized by CPS (“Photo Seminar Data”):
- CPS Membership ID Number (if you are a CPS Member)
 - Name
 - Surname
 - Telephone Number
 - Email
- 2.11 Photo Seminar Data will be used for organizing the photographic seminar and managing the fees collected for the seminar.
- 2.12 Photo Seminar Data may also be used for contacting you about the seminar.

3. Providing your personal data to others

- 3.1 We may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. The legal basis for this processing is our legitimate interests, namely the proper administration of our members records.
- 3.2 We will not share or send your personal data to any third party for any other reasons except the reasons described in 3.1 above.

4. Retaining and deleting personal data

- 4.1 Personal data that we process for any purpose or purposes defined, shall not be kept for longer than is necessary for that purpose or those purposes.
- 4.2 All of your Personal Data collected as per paragraph 2 above, will be retained where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person or another legal entity.
- 4.3 We will delete your personal data as follows:
 - (a) Your Membership Data will be retained until you ask for the deletion of the data from our systems and records. This can be done by sending us an email at the contact email shown in section 9.2 of this policy, asking us to delete your data.
 - (b) Your Photo Competition Record Data used for participating to the photographic competition will be retained until you ask for the deletion of the data from our systems and records. This can be done by sending us an email at the contact email shown in section 9.2 of this policy.
 - (c) Your personal data shown on paper and/or digital photographic catalogues and lists published cannot be deleted in any way.
 - (d) Your Photo Seminar Data used for participating to a photographic seminar will be retained until you ask for the deletion of the data from our systems and records. This can be done by sending us an email at the contact email shown in section 9.2 of this policy.

5. Your rights

5.1 Your principal rights under data protection law that are applicable are:

- (a) **the right to access**; You can have access to your personal data. You can ask CPS to send you your personal data in a readable electronic or paper format, by contacting us by email at the email shown in section 9.2 of this policy. CPS will send your data in 3-4 business days after the date of your email.
- (b) **the right to change your personal data**; You can ask CPS to amend your personal data by sending the Personal Data Change Application you can find to the CPS Branch you have registered as a member.
- (c) **the right to erasure**; You can ask for the deletion of your personal data by sending us an email at the contact email as per section 9.2 of this policy. Your personal data shown on paper and/or digital photographic catalogues and/or lists published cannot be deleted in any way. Deletion of your personal data is subject to the restrictions described in section 4 above.
- (d) **the right to withdraw consent**; You may withdraw your consent to any consent you gave to CPS, by sending us an email at the contact email shown on section 9.2 of this policy.

6. About cookies

- 6.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
- 6.2 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 6.3 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

7. Cookies and CPS Official Web Site

- 7.1 Our official web site at www.cps.com.cy uses cookies and those cookies may be stored on your computer when you visit our website.
- 7.2 We may use Google Analytics to analyze the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website.

8. **Amendments**

8.1 We may update this policy from time to time by publishing a new version.

8.2 We will notify you of changes to this policy by email.

9. **Our details**

9.1 We are a registered nonprofit organization in Cyprus and our registered office is located at:

Nicosia Branch

53 Xanthis Xenierou Street
P.O Box 29070
1620 Nicosia
Cyprus
cps.cyprus@gmail.com

Lemesos Branch

120 Agkyras street, 1st floor,
3042 Lemesos
Tel. 25 384381
cps.limassol@primehome.com

Pafos Branch

House of Letter and Arts
40-43 Athinas street
8010 Pafos
fekpaphos@gmail.com

9.2 You can contact us:

(a) by post or by email, using the addresses given above;

(b) using our official website contact form at www.cps.com.cy