



KILKENNY PHOTOGRAPHIC SOCIETY

Established in 1983

SOCIETY HANDBOOK 2019-20

ver 1.5

TIME: All meetings Thursday nights [unless otherwise stated] starting at 8 pm.

PLACE: Pembroke Hotel
Business Centre
11 Patrick Street
Kilkenny
R95 VNP4
(056) 778 3500

WEB: www.kilkennyphoto.net

EMAIL: secretary@kilkennyphoto.net

INSTAGRAM [instagram.com/kilkennyphotographicsociety/](https://www.instagram.com/kilkennyphotographicsociety/)

FACEBOOK: [facebook.com/kilkennyphoto](https://www.facebook.com/kilkennyphoto)

[facebook.com/kilkennyphoto/privategroup](https://www.facebook.com/kilkennyphoto/privategroup)

MISSION: Our aim is to serve our members by encouraging development of their photographic skills through education, exhibitions of photographic accomplishments, friendship with others who share a love of photography and to share our talents with individuals and organisations in our community. To promote and provide a platform to encourage an interest in all forms of photography at all skill levels and to foster social relationships between photographers. To embrace traditional, new and advancing photographic technologies and genres. To organise lectures, workshops, demonstrations, group outings and other events for the benefit of all society members.

FORMATION:

The society was formed in 1983 by a small group of friends after attending night classes. The aim of the society was to and still is to serve its members by encouraging development of their photographic skills through education, exhibitions of photographic accomplishments, friendship with others who share a love of photography and to share our talents with individuals and organisations in our community.

THE SOCIETY:

Kilkenny Photographic Society (KPS) is a medium sized association of photographers with skill levels from beginner to professional. We meet almost every week on Thursday evenings to trade ideas, skills and stories. Usually we take a “summer” break from meetings during the month of August. New members (Adults 18yrs and over) are always welcome of any ability from beginners to advanced.

The society's program varies to the needs of the members, but typically it's a mix of group outings, guest speakers, workshops and internal competitions. KPS is a member of the [Irish Photographic Federation](#) (IPF) and the (Irish) [Southern Association of Camera Clubs](#) (SACC) and participates in their competitions. Members also compete in international Photographic Salon competitions. Members are encouraged to pursue accreditations in photography from the IPF.

MEETING PLACE:

The current meeting place for Kilkenny Photographic Society is in the **Pembroke Hotel, Business Centre, 11 Patrick Street, Kilkenny, R95 VNP4**. The society meets on Thursday evenings with the formal programme commencing at 8 pm sharp. The room is opened by 7:30 pm to prepare for the meeting. It is requested that all mobile phones and other electronic equipment are switched off before the meeting starts.

WEB SITE:

The society maintains its own web site at www.kilkennyphoto.net containing the society's programme, picture gallery of members' work, event calendar, and other useful information about the society. The society website is built on the principle of sharing images and social integration and the club actively seeks to encourage its members to engage over the internet.

More information is available in **section 12.0** of the society's constitution.

SOCIAL MEDIA:

The society is actively involved in promoting its activities and images on social media such as [Facebook](#) and [Instagram](#). It is recommended that members make sure they familiarise themselves with the terms and conditions of the various social media platforms before using them.

The intention of the Facebook page is that it will be used to allow:

- The Society to share relevant information, events, news, etc. with members, for members to share relevant information and discuss photography issues with other members and to promote the Society to the general public.
- Forthcoming events, activities and deadlines will be added to the Facebook page at least a week in advance of them happening.

- Relevant news, such as competition winners, Society notices and relevant external news will be added to the page at least on a weekly basis.

More information is available in **section 13.0** of the society's constitution.

SUGGESTIONS:

We are always looking for ways to improve so we are grateful when members make suitable suggestions to further the wellbeing of the society and its members. If you have any ideas for a lecture or know someone who can give an interesting illustrated talk, please advise any committee member who will also be pleased to hear from any members wishing to prepare their own presentation.

ANNUAL GENERAL MEETING:

The AGM is normally held in September following the society's year-end. Further information can be found within the society's constitution. The constitution can be found in on our website www.kilkennyphoto.net

SOCIETY RULES:

The constitution and rules of the society have been formulated and modified during the life of the Society. The constitution can only be amended at our AGM or EGM. Our current constitution can be found on our website www.kilkennyphoto.net

MEMBERSHIP:

The society is principally funded by annual subscriptions at a rate set at the AGM. Payment of the annual subscription is due in full during the month of January. The main costs are for the meeting rooms, guest speakers, judges, printing, equipment and the general running of the society. Currently, annual membership costs €120 per year, with a reduced rate of €90 for members who

are not in gainful employment or where a member has attained the age where they qualify for a state pension.

We aim to provide our members with exposure to a wide variety of expert and interesting guest speakers throughout the year. Talks may include various aspects of photography, photographic methods and techniques. Guest speakers may use prints, projected digital images(P.D.I's) and an audio-visual(A/V's)presentation of images with sound.

ANNUAL EXHIBITION:

Kilkenny Photographic Society holds its annual exhibition during the Kilkenny Arts Festival over a period of ten days. The exhibition committee will organise the exhibition. Details of which will be announced well in advance for members to prepare. All members are encouraged to enter the exhibition and to volunteer to assist and to act as stewards during the event.

COMPETITIONS:

The society runs monthly competitions for its members throughout the year. They are both print and P.D.I (projected digital image) competitions. All members are encouraged to enter. Please see the competition internal section of the handbook for more details. A full set of competition rules can be found in **appendix 2.**

MEMBER EVENINGS:

Member evenings, as the name suggests, are when members take centre stage and present a selection of their work. They may be print presentations, P.D.I's or an audio-visual(A/V) presentation of images with recorded sound.

PRACTICAL SESSIONS:

The society holds a number of sessions throughout the year where members, especially beginners, have the opportunity to improve their photographic skills by drawing on the knowledge of more experienced members within a workshop environment.

Amongst other things this would include topics should as camera functions, Portrait, Landscape, Macro, Studio setup, Lighting, Photoshop and Lightroom techniques. Suggestions are always welcome and should be passed to the program secretary or any committee member.

OTHER ACTIVITIES:

The society offers photographic support to other groups and organisations and participates in various other activities in the local community.

Five years ago under the guidance of society member Donal Byrne a competition was established to promote photography in the secondary schools in Kilkenny, primarily amongst Transition Year Students. The annual event has grown from strength to strength and now has more than 20 schools in Kilkenny City and county participating.

Society members have also exhibited in Kilkenny Castle with their exhibition 'Kilkenny War Dead (1914-1918)'. Club members have provided images for the KSPCA annual calendar.

More recently the society has been invited by the management of St Luke's General Hospital, Kilkenny to provide a permanent exhibition for their arts exhibition area and is currently on display.

The society has in the past hosted national photographic competitions in conjunction with the Irish Photographic Federation. An example of which more recently was the IPF Photographer of the year and IPF Nature Photographer of the year competitions. This year Kilkenny Photographic will host the IPF National Shield Competition for the first time in Kilkenny. The competition will take place on the 17th November 2019, Hotel Kilkenny starting at 10:00am. Kilkenny Photographic Society were winners of this competition in 2017.

SOCIETY MANAGEMENT:

The committee is elected by the membership at the AGM. It is responsible for managing the society and setting the rules for all competitions. Our committee consists of the following:

CHAIRPERSON whenever possible chairs Annual and Special General Meetings and committee meetings and shall perform other duties as required by the committee.

VICE-CHAIRPERSON deputises for the CHAIRPERSON when necessary and shall perform other duties as decided by the committee.

SECRETARY keeps the minutes of all meetings and conducts the affairs of the society and perform other duties as decided by the committee.

TREASURER collects all subscriptions and other monies owing and make payments on behalf of the society after authorisation by the committee. The Treasurer shall present the balance sheet at the AGM.

COMPETITION SECRETARY is responsible, under the direction of the committee, for all print and digital internal competitions as well as all external competitions.

PROGRAMME SECRETARY is responsible, under the direction of the committee, for arranging the society's programmes.

WEBMASTER shall be responsible, under the direction of the committee, for designing, implementing and managing all aspects of the society's website and social media sites.

PRO To promote the society to our local community and beyond using all available methods of communication. These methods may include Social Media, Radio and Print Media. To perform other duties as decided by the committee.

COMMITTEE MEMBERS perform duties as defined by the committee.

More information on society management can be found in **appendix no:1.**

AFFILIATIONS:

The Southern Association of Camera Clubs (SACC):

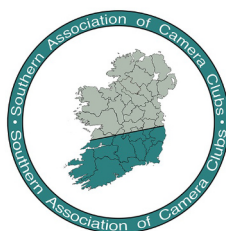
The Southern Association of Camera Clubs (SACC) is the region of the Irish photographic Federation (IPF) covering the south of the country from Arklow to Clare.

The SACC has a history which precedes the formation of the IPF of which it is now a regional component. Annually, it arranges an inter-club competition and a nationwide creative digital competition. It is also responsible for holding the regional rounds of IPF national competitions. All SACC competitions are run under IPF rules.

In addition to running both its own competitions and regional qualifying rounds of IPF national competitions, the SACC is responsible for providing a means of communication between clubs in the south of the country.

The SACC also hosts guest lecturers from overseas which provides the opportunity for multiple clubs to attend a talk by high quality photographers that clubs themselves might otherwise not have the budget or facilities to host.

Further information can be found here : <http://sacc.ie/>



The Irish Photographic Federation (IPF):

The Irish Photographic federation is comprised of photographic clubs throughout the Republic of Ireland. It is governed by a National Council, the members of the Council being elected at the AGM from member clubs.

The Federation is very much a co-operative movement which is dedicated to helping Irish photographers advance the standard of their photography. It also promotes awareness of photography as a highly satisfying artistic outlet and as a leisure pursuit. Activities include running annual championships in all aspects of photography and the organisation of lecture tours by internationally renowned photographers.

International connections are regarded as an essential part of the Federation's activities as a means of keeping Irish photographers in touch with outer styles and techniques. The Federation, a member of the Federation Internationale de l'Art Photographique (FIAP), sends panels of images to FIAP's annual world Championships in various photographic disciplines and generally achieves high ranking in these competitions.

The Federation also administers a distinctions scheme for its members as a means of promoting photographic excellence. Photographers can progress from Licentiate, through Associateship to the highest level of Fellowship. The IPF distinctions are highly prized internationally, with many foreign photographers submitting panels for consideration

Further information can be found here: <http://irishphoto.ie/>



COMPETITIONS: INTERNAL

The Monthly Competition is a KPS society competition, open to fully paid up members only.

The society holds monthly competitions for both prints and digital images. To ensure fair competition between photographers of similar ability, Members participating in KPS (PotY) competitions are divided into three categories based on the following criteria.

A. Novice : A New Member who hasn't been a member of any other camera club.

B. Intermediate : Any member who doesn't qualify for a Novice or Advanced categories, or who has won a KPS PotY Novice award.

C. Advanced : A member who has got a distinction/accreditation from the IPF, RPS or equivalent national or international photography organisation, or has received 2 or more salon medals, or who is a professional or semi-professional photographer, or equivalent local camera club/photographic society, or a member who has won a KPS PotY Intermediate award.

Winners of the KPS POTY Novice and Intermediate category will automatically be promoted to the next category. Members can also request to be promoted to a higher category.

More detailed information and rules can be found in **appendix 2**.

COMPETITIONS: EXTERNAL

SACC Competitions:

The SACC runs a number of photographic competitions throughout the year, both for individual competitors and for clubs. Some of these competitions are regional qualifying rounds for IPF national competitions and all competitions are run under IPF rules.

SACC Photographer of the Year Competition:

This competition, previously known as the SACC Print & Projected Image Competition, is the SACC regional qualifying round for the IPF Photographer of the Year Competition and is usually held in November with national finals taking place in February. The best overall image in SACC region is awarded the Seamus Scullane Memorial Trophy. This is a competition for individuals in SACC clubs to enter. There are 6 categories available to enter; 3 open and 3 themed. Please see <http://sacc.ie/competitions/print-projected-image-competition/> for further details and rules.

SACC Nature Competition:

The SACC Nature competition is a regional qualifying round for the IPF National Nature Competition and usually takes place in January with the national finals taking place in February. This competition is open to individual photographers in SACC affiliated clubs.

Images submitted must comply with the definition of Nature Photography as published by FIAP in the FIAP categories. Please see <http://sacc.ie/competitions/sacc-nature-competition/> for further details and rules.

SACC Interclub Competition:

This competition, previously known as SACC Annual Competition and Exhibition is held in early spring. Each SACC club can enter up to three panels of ten images each in colour print, monochrome print and projected image sections. Historically, this competition was the regional qualifying round of the IPF National Club Finals, however, this is no longer the case. This is a club competition.

Three panels, each containing 10 images.

Each photographer represented may have a maximum of two images per panel.

Colour Print

Monochrome Print

Projected Image

Please see <http://sacc.ie/competitions/sacc-interclub-competition/> for further details and rules.

SACC Creative Photography Competition:

The SACC Creative Photography Competition (previously known as the SACC Creative Digital Competition) is open to members of all clubs affiliated to the SACC and also to members of all clubs affiliated to the Irish Photographic Federation (IPF). This is 'anything goes' creative photography, whether creative in-camera or by post-processing. Online entry usually opens at the start of October.

Please see <http://sacc.ie/competitions/sacc-creative-digital-competition/> for further details and rules.

IPF Competitions:

The IPF runs a number of competitions during the year. The two main club competitions are the National Shield competition held in November and the National Championships, held in April. In addition, there are two individual competitions, the National Photographer of the year competition and the National Nature competition. Both of these are by individual entry. Entry to both of these competitions is only via regional rounds.

It is IPF policy that national panels representing Ireland abroad will be picked from the top images entered in these national competitions.

IPF Photographer of the Year Competition:

The national finals of the IPF Photographer of the Year Competition take place in February each year. The finals are a culmination of regional qualifying rounds from our five regions (SACC, DSLR, Mid-West, North-West and North-East). The regional qualifying rounds take place between November 1st and January 31st each year. This competition was previously known as the IPF National Print & Projected Image Competition. Please see <http://irishphoto.ie/ipf-photographer-of-the-year-competition> for further details and competition rules.

IPF National Club Championships:

The IPF National Club Championships is an annual inter club competition which is open to all clubs who are affiliated to the IPF. This competition showcases the work of photographers from clubs all over the country. Each competing club may submit a panel of colour prints and/or a panel of monochrome prints. Note that only those clubs who enter both sections will be eligible for the overall award. The National Club Championships take place over a weekend in May and tend to coincide with the May Distinctions Sitting and the IPF AGM. Tension levels are usually very high, not surprising when there is an IPF Distinctions Sitting happening next door! The winning club is presented with the Sean Casey Memorial Trophy which was commissioned in memory of the late Sean Casey, founder member of the IPF. For a club to take home this trophy is the biggest honour in club photography terms in Ireland and provides a great atmosphere to be in.

Please see <http://irishphoto.ie/ipf-national-club-championships/> for further details and rules.

IPF National Shield:

The IPF National Shield is an annual inter club competition which is open to all clubs who are affiliated to the IPF. Only those photographers competing at Intermediate level are eligible to be represented in this competition.

This competition showcases the work of photographers from clubs all over the country. Each competing club may submit a panel of colour prints and/or a panel of monochrome prints. Note that only those clubs who enter both sections will be eligible for the overall award. It's a highly competitive day, but also filled with good humour and stories as colleagues and friends catch up.

Please see <http://irishphoto.ie/ipf-national-shield/> for further details and competition rules.

IPF AV National Championships:

The IPF AV National Championships takes place in October each year and is usually held in conjunction with the IPF International AV Competition.

There are sections for Novices, Intermediate, Club and Advanced in the National Championships and extra awards for Humour, Best First Time Entrant, Best Sound, Best Photography and Best Overall. All sequences in the national competition will be commented on – so it is advisable for all entrants to attend and learn from both their own and other entrant's sequences.

Please see <http://irishphoto.ie/ipf-av-national-championships/> for further details and competition rules.

DISTINCTIONS:

Photographic distinctions are lettered accreditation awards made to individual members of clubs in recognition of having achieved a prescribed level of competency in photography.

In Ireland distinctions are awarded by the IPF - **Irish Photographic Federation** and by the International Federation of Photographic Art [FIAP].

The IPF issue three distinctions:

- Licentiate [LIPF]
- Associate [AIPF]
- Fellow [FIPF]

You must be a member, in good standing, of an IPF affiliated club in order to apply for an IPF distinction. Please check the I.P.F website for further information.

<http://irishphoto.ie/distinctions/>

The I.P.F runs occasional distinction workshops hosted by various experienced photographers throughout the year. Please check the I.P.F website for regular updates on dates and venues.

INTERNATIONAL DISTINCTIONS:

THE ROYAL PHOTOGRAPHIC SOCIETY OF GREAT BRITAIN: [RPS]

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This organisation covers all aspects of photography, both professional and amateur. It is a Learned Society and promotes photography internationally as a visual art form. It also has charitable status and is independent of all the foregoing organisations. Membership is open to anyone with an interest in photography and currently stands at around 10,000 from all parts of the world.

The Society Headquarters are in Bath, where there are frequent exhibitions and events. In addition the RPS has many specialist interest groups that promote particular aspects of photography as well as a regional structure with a programme of several hundred events annually across the country. A Journal and other specialist technical papers are published by the RPS.

The RPS award Distinctions for photographic merit are as follows:

- Licentiate-[LRPS]
- Associate-[ARPS]
- Fellow-[FRPS]

There are also the awards of Hon FRPS and Hon Member for outstanding service to photography and the Society

Further information can be found here: <http://www.rps.org/>



FIAP: Otherwise known as the **International Federation of Photographic Art**, its members are national photographic federations. It is limited to one per country and Ireland is represented by the I.P.F. As additional encouragement to photographers to take part in international events, FIAP created a worldwide system of photographic Distinctions earned by success in FIAP supported exhibitions.

- These are:
- AFIAP - Artist FIAP
 - EFIAP - Excellence FIAP
 - EFIAP/b - EFIAP Bronze
 - EFIAP/s - EFIAP Silver
 - EFIAP/g -EFIAP Gold
 - EFIAP/p - EFIAP Platinum
 - MFIAP - Master Photographer FIAP

The **MFIAP** is one of the greatest photographic honours in the world. There are also two honours for services to photography, namely **ESFIAP** and **Hon EFIAP**.

These Distinctions are gained through a process of points accumulation based on image acceptance at specified international competitions, commonly referred to as "Salons", that have formally been granted FIAP Patronage.

Further information can be found at: <http://www.fiap.net/>



APPENDIX NO:1

SOCIETY MANAGEMENT: 2019-20

- **Chairperson:** Ned Mahon.
- **Vice Chairperson:** Johnny Hughes.
- **Secretary:** Denis O'Reilly
- **Treasurer:** Fiona Buggy.
- **PRO:** Ber Marnell.
- **Competition Secretary:** Derville Conroy
- **Programme Secretary:** Patrick Quinn
- **Web-master** Mark Desmond.
- **Committee Member:** Bernie Kelly
- **Committee Member:** Larry Weymss.

SUB-COMMITTEES 2019-20

KPS Transition Year Competition
KPS Exhibition
KPS Yearbook
KPS Calendar
KPS External Competition Selection
KPS Finance

APPENDIX NO: 2

Competition Rules and Regulations 2019-20

Eligibility

The Monthly Competition is a KPS club competition, open to fully paid up members only.

To ensure fair competition between photographers of similar ability, Members participating in KPS (PotY) competitions are divided into three categories based on the following criteria.

A. Novice :

A New Member who hasn't been a member of any other camera club or Photographic Society, or who doesn't have a qualification in Photography

B. Intermediate :

Any member who doesn't qualify for a Novice or Advanced categories, or who has won a KPS PotY Novice award.

C. Advanced :

A member who has got a distinction / accreditation from the IPF, RPS or equivalent national or international photography organisation, or has received 2 or more salon medals, or who is a professional or semi-professional photographer, or a member who has won a KPS PotY Intermediate award.

Winners of the KPS PotY Novice and Intermediate category will automatically be promoted to the next category. Members can also request to be promoted to a higher category subject to approval by the KPS committee.

The Competition - Entries

1. Competitions are in Digital Projected Images / Monochrome Prints / Colour Prints with the Monthly Themes decided by the Competition Secretary / Secretaries.
2. All images entered in the competition must entirely be that of the person stated.
3. The number of images that can be entered per competition will be determinate by the Competition Secretary / Secretaries.
4. Scoring in the competition shall be on the basis of the official score sheet approved by the Competition Secretary from time to time, which sheet shall form part of the rules of the competition. Results shall be based on the aggregate scores given by the judges to each competing image.
5. All Digital Projected images must be uploaded to the Competition Secretary at competitionsecretary@kilkennyphoto.net by the specified closing date, unless otherwise specified.

* Landscape Images to be sized to Max 1600 pixels on the long side.

* Portrait images to be sized to Max 1200 pixels on the long side

* Square Images to be sized to 1200 pixels x1200 pixels

Remember when sending in images only send the image, do not link to external web sites or zip your files.

* Jpeg file must include the following

* Your Category. * Membership Number. * Title of Image.

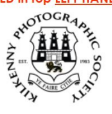
* Example: Category _Membership Number_Title of image

- Novice Category: N_000_The Waterfall
- Intermediate Category: I_000_The Waterfall
- Advanced Category: A_000_the Waterfall

- * Please remember to include this information on all your images.
 - * Entries not conforming will be deemed illegible for the competition.
6. All Monochrome Print / Colour Print images must be handed in by the specified closing date.
- * The minimum size of image is 10"x 8" and the maximum mount size is 20"x16".
 - * Prints must be mounted.
 - * Monochrome / Colour Print images must carry a completed KPS official label.
(labels will be available at time of handing in images).

'example below'

This label is to be PLACED in top LEFT HAND Corner Rear of Print



Monthly Competition Label

Competition Title : _____

Membership Number : _____

Image Title : _____

All in Block Letters please

Novice	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
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(Please place an "X" in the Appropriate Box)

Entries not conforming will be deemed illegible for the Competition

- * To include the following:
- * Membership Number.
- * Title of Image.
- * Your Category i.e.: Novice, Intermediate or Advanced.
- * Entries not conforming will be deemed illegible for the competition.

7. It is not permitted to enter the same image (except in a Panel) in more than one competition. This includes conversions monochrome, digital versions, etc., To interpreting this rule, a monochrome version, a digital version, a colour version, (printed or otherwise), a cropped or flipped version originating from the same original photograph will be deemed to be the same image
8. Images must **not include** : Your Name, Text or any Water marks.
9. Submission of an entry constitutes acceptance of the rules of the competition.

Judges

No internal judges shall be considered for any KPS competitions.

The Competition Secretaries will be responsible for selecting outside judges, for all KPS competition. Judges will be briefed on the theme of the competition, scoring system and feedback forms. The decision of the judges is final, and no discussion is to be entered into with the judges regarding their decision.

Code of Conduct:

Respect the rules of the KPS and compete within those rules. Accept the judge's or assessor's decision. Do not abuse or harass judges or publicly question their judgment and never their honesty.

Exhibitions and Competitions Selection (Panels)

1. The KPS Committee / Competition Secretaries appoints a subcommittee to assist with the selection of images for Exhibitions and Competition Panels. Images will be chosen on their merits. Submission of images does not guarantee selection for the final panels.

2. The KPS shall adopt the rules as defined by:
IPF: <http://irishphoto.ie/>,
FIAP: <http://www.fiap.net/>
Relating to monochrome prints, colour prints and digital images.
3. Nature Photography Definition: Images submitted must comply with the definition of Nature Photography as published by FIAP (Federation Internationale De L'Art Photographique) and as agreed with the PSA and RPS.
4. Any or all Projected or Print images selected for panels or competitions, may be used in the promotion of the Kilkenny Photographic Society. All images remain the copyright of the photographer.
5. Submission of an entry constitutes acceptance of the rules of the competition.

Care of Files, Images or Mounts

Where every care is taken with all files, images and mounts, the KPS, Competition Secretaries or any member are not responsible for any loss of or damage to files, images or mounts entered into competitions.

Right of Change

Members will be notified in advance of any changes to the rules and regulations.

The foregoing Competition Rules and Regulations 2019-20 were adopted at the Committee Meeting of Kilkenny Photographic Society on this the 21st Day of October 2019.

Signed:

<u>Ned Mahon</u> Chairperson	Date: 21/10/2019
<u>John Hughes</u> Vice-Chairperson	Date: 21/10/2019
<u>Fiona Long</u> Treasurer	Date: 21/10/2019
<u>Denis O'Reilly</u> Secretary	Date: 21/10/2019
<u>Patrick Quinn</u> Programme Manager	Date: 21/10/2019
<u>Derville Conroy</u> Competition Secretary	Date: 21/10/2019
<u>Mark Desmond</u> Webmaster	Date: 21/10/2019
<u>Ber Marnell</u> PRO	Date: 21/10/2019
<u>Bernie Kelly</u> Programme Secretary	Date: 21/10/2019
<u>Larry Wemyss</u> Committee Member	Date: 21/10/2019

—End—



KILKENNY PHOTOGRAPHIC SOCIETY

Established in 1983

Health and Safety Policy

ver:1.0

This policy covers Health and Safety procedures for the Kilkenny Photographic Society meetings at the [Pembroke Hotel, Business Centre, 11 Patrick Street, Kilkenny, R95 VNP4](#). It should be brought to the attention of Members through announcement at the meeting and on the website and referenced from the job descriptions of Committee Members where appropriate.

Health and Safety Procedures:

1: At the beginning of each meeting the Chairperson or the Committee Member chairing the meeting should make members aware of the location of the emergency exits and request that members assemble at the assembly points as specified by the management of the Pembroke Hotel. In the event of an alarm they should take the KPS Attendance Register and check that all members, guests and speakers present have left the meeting room.

2: Details of the location of the premises are to be found on the [Society programme](#) and on the KPS Attendance Register to aid Committee Members in calling the emergency services if required.

**Pembroke Hotel, Business Centre, 11 Patrick Street, Kilkenny
R95 VNP4, (056) 778 3500**

3: Fire extinguishers are available by the emergency exits and Committee Members should familiarise themselves with their location and operation. First aid equipment is available at the main reception of the Pembroke Hotel.

4: Break glass units (coloured red) are located at each emergency exit door. On the discovery of a fire these units are to be activated on leaving the building.

5: Emergency exits should not be blocked by chairs or camera equipment.

6: Portable Appliance Testing (PAT) is not required but electrical equipment belonging to the KPS or of a visiting speaker **should be visually inspected before use and supplied via a Residual Current Device (RCD)**. The RCD should be tested each time it is used by pressing the Test button. Equipment belonging to the KPS is checked and electrically tested as required.

7: Committee Members should seek help if moving heavy items of Society equipment.

8: Cables and other trip hazards should be protected with mats or tape before the members arrive to the meeting.

9: All members, guests and speakers must sign the KPS Attendance Register at each meeting.

10: Society membership shall be open to any person 18 years of age or over, who pays a membership fee and agrees to abide by the constitution and the rules of the Society.



KILKENNY PHOTOGRAPHIC SOCIETY

Established in 1983

Data Protection Policy

ver 1.0

As governed by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

Data Protection Policy

Data handling within Kilkenny Photographic Society (hereon “the Society”) is governed by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). Under this policy, the Society is regarded as a “data controller” due to the collection, storage and use of personal information relating to both members and non-members involved in Society activities. Relevant information may include but is not limited to names, addresses, telephone numbers, email addresses, similar information relating to guests at Society events, the titles, content and associated meta-data of uploaded media files, bank account information, photographs taken at Society events and IP addresses used for all forms of upload via the Society website. This personal information is hereon referred to as “the Data”.

Purpose:

The Data collected is used exclusively for the administration and operation of the Society, including all aspects of membership, internal, external and inter-club competitions, publicity and event organisation. This also includes operation of the Society website

and any supporting systems. ***The Society does not use the Data for the purposes of marketing and does not sell the Data as a commodity.***

Consent:

The GDPR requires the KPS to protect certain rights of individual members relating to the use of their personal data; this includes gaining consent to collect, retain and process data, and making provision for the subsequent removal of consent if desired. Joining the Society or taking part in its activities, is voluntary and by choosing to become a member, or otherwise to continue or renew membership, or to participate in Society activities and events, you consent to the appropriate use of the Data for the purposes of operating the Society and to the retention of this data for periods as described within this document. Individuals are free to withdraw all consent however for members this will result in immediate termination of membership, and no refund of annual membership fees will take place. It should also be noted that after removal of consent it may be necessary to continue to retain some or all of the Data for the valid purposes of operating the Society. Most Society activities that require data collection are also voluntary, for example the entering of competitions, and if you choose to do so you similarly consent to the use and retention of the data; withdrawal of consent, or other restriction on processing, would result in exclusion from the activity in question. The Society may seek separate consent where appropriate e.g. where transfer of the Data to another data controller is necessary, and whether to display uploaded images on the Society website and Social Media platforms.

Transfer:

The data collected is primarily used by the Society Committee, however limited data may be transferred to an external “data processor” (e.g. an external judge for pre-assessment of images, or to a different data controller (e.g. the organisers of an external competition, or to 3rd party operators of systems used to aid in the operation of the Society; this includes population of a member-contact list on MailChimp systems). For additional transfers to other data controllers, additional consent will be obtained (this will

usually be within the electronic form or circumstance that the data collection occurs).

Retention:

The Data will be stored for the purpose of operating the Society; this will include maintaining the history and media archive of the Society. The Data will be kept as follows:

Item	Retention Period
Data relating to membership, potential members and parties who contact the society.	One full Society operating year beyond the point that the membership does not commence, lapses or is otherwise terminated
Transferred media content, titles, author details, media meta-data.	Indefinitely for historical and publicity purposes including but not limited to inscriptions on trophies, event results, awards, yearbooks and programme entries, website/social media platforms where approval is given, press reports and the historic image archive.
Financial information e.g. bank account identifiers.	This will kept for the durations as required by law.
Judge and speaker feedback.	No more than 3 years

Data Amendment:

Requests for data amendment should be sent to the appropriate Committee representative as defined within the website Members Area, Committee Contact Details, or to the Society Secretary.

Erasure:

The Data will be kept in accordance with the retention policies defined within this document, and requests for Erasure will treated on a case-by-case basis. However it should be noted that current members are not able to request erasure of membership data without termination of the membership. It should also be noted that items of the Data may be retained indefinitely irrespective of request for Erasure e.g. trophy inscriptions and any item that is re-

quired for the operation of the Society historic records, or any item that is unreasonable or impractical to remove.

Special Considerations.

Transfer of media files:

Image and A/V sequence files may contain meta-data including personal information; this may include the author name and associated details, plus information such as camera serial number and the GPS coordinates of the location where the photograph was taken. Additionally, the media files themselves may contain the likeness of living individuals. In transferring media files to the Society, via the website, email or other means, you consent to the storage and publication (where granted) of this information along with the image content, and you agree to remove any personal information prior to transfer if it is desired that this should not be stored with the files or made onwardly available. Furthermore, you agree to obtain any required consent from photographic subjects prior to transfer to the Society, particularly if images may be displayed on the Society website, Social Media, used in external competitions or reproduced in the press. The submitter must make the Society Committee aware immediately if their use of an image is at any time contested. You agree that all consent and permissions granted by you during the submission process apply to the media file, its graphical contents and associated metadata.

Judges, speakers, suppliers and members (reclaiming expenses incurred on behalf of the Club) who wish to be paid electronically will need to provide bank account details to the treasurer to enable arrangements to be made with the Bank.

For certain competitions and events, other clubs and societies may transfer media files to the Society via the website, email or other means. In cases where you are a representative of the 3rd party and you are transferring files on behalf of other members of your organisation, you further agree that you have obtained all necessary consents from the authors of the works being submitted.

Contacts and Communications:

Except where otherwise specified, all communications with respect to the collection, storage and use of the Data should be directed to the Society Secretary via email: secretary@kilkennyphoto.net In participating as a member, you agree to receive ad hoc communications via email where these are required for the operation of the Society. In choosing to receive the Society Newsletter and mailings, you consent to basic data being stored on 3rd party servers for the valid purposes of operating this facility, and to receive regular and ad hoc communications from the Society. You are free to unsubscribe from this service at any time using the links provided in the mails.