



#### Policy:

Management of Members' Images by Committee Members

#### Purpose:

This policy outlines how images received from members of the club by the Committee will be managed. This includes:

- (1) Images shown on Members' Nights ie 5 Photos, Member Presentations, Book Reviews and all other Member Night-related activities.
- (2) Images entered into any Competition, this includes formal competitions, in-house competitions, Match an Image, 3 Way Interclub Competitions and any other adhoc competitions held during a season.
- (3) Images submitted for the HCC annual exhibition.

#### Actions:

(1) All images received by Committee Members from Club Members may be stored onto the Club laptop (or any other Club Device) and/or Committee Members' own personal devices for the duration of the season to allow their use in promotion of the club ie on the HCC website, and Facebook. They may also be used in interclub competitions.

(2) Images will be used only for the above purposes. Members can request that their images are not used on the HCC Website and Facebook on their Membership application form which is completed at the start of each season.

(3) In the event of an extraordinary use of an image the Member's permission will be sought prior to use.

(4) Members can request at any point to have their images deleted.

(5) At the start of each new season ie in September each year all stored images will be deleted from the Club devices and Committee Members' personal devices, with the following exceptions:

- Competition Winning Images will be retained within the Roll of Honour on the HCC website to maintain a historical record.
- Members of the Month Galleries will be held on the HCC website for 2 years
- Images currently in use on the HCC Website (these images will be replaced throughout the year with images from the current season).

Reviewed February 2026