

Wickham Market and District Gardening Club

General Data Protection Regulations (GDPR)

Privacy Policy

Why are there new regulations?

The types of data about people and the ways in which it may be collected have grown enormously over the past few years, especially with the introduction of new technologies. The new regulations are designed to address these matters. They update the provisions of the existing Data Protection Act.

Although mainly designed for large organisations it is only right that the Club takes this opportunity to set out how it handles personal information.

Why does the Club collect personal information?

The club does this for the **legitimate purpose** of the efficient running of the club and its associated activities.

The information allows us to:-

- Identify who are members of the Club and entitled to its benefits;
- Send regular newsletters and other information likely to be of interest to members;
- Collect subscriptions;
- Administer the Club's Autumn Show and other outings and events;
- Compile an archive of the Club's history.

What information does the Club collect?

For all members we collect:

- Name
- Postal address
- Phone number(s) if available
- Email address if available
- Membership class (Individual, Joint, etc)
- Age if less than 18
- Date and amount of subscription paid
- Year of joining the Club

This information is retained while a person is a member of the Club and for up to 15 months after their membership ceases. After this time only names and periods of membership will be retained as part of the historical records of the Club.

In addition during the year information will be gathered to run specific events.

- Autumn Show - information on the entry form including age if under 18 years.
- Trips and functions - Booking forms

In the case of the Autumn Show copies of entries and class results are kept for a year and lists of winners of Trophies and Awards are kept in the Club's archives.

Information for other events is only kept for up to a month after the event.

Photographs may occasionally be taken at Club events and these may be published in the Club's newsletter, posted on the Club's website and kept in the Club's archives. At these events those present will be asked to give verbal consent to inclusion in such photographs. A copy of the newsletter is forwarded to the Suffolk County Archive by the Local History Recorder.

How is the information stored?

Membership information is kept:

- Electronically by the Chairman on a password protected spreadsheet
- Paper copies by the Membership Secretary

Email circulation lists are kept on the Club's email account and all electronic communication is sent out as a blind copy so email addresses are not shared.

Archive information is kept on electronic devices secured by passwords or codes. A paper copy of each newsletter is also kept on file.

Information is stored in domestic situations but all reasonable care is taken to keep it secure.

How will information be updated?

New members joining the Club will be asked to complete an application form and certify the information supplied is correct.

Members renewing subscriptions will be asked to confirm if there is any change to their information and if so to give it to the Membership Secretary.

Additionally if there is any change to their information during the year (e.g. address, email address, etc) members are asked to inform the Membership Secretary.

How can I find out what information the Club holds about me?

Ask the Chairman and/or Membership Secretary who will respond as soon as possible.

How are members under 18 safeguarded?

In most cases young members will have a relative or friend who is also a member. However to put things on a more formal footing a responsible adult shall countersign the membership application to confirm the information is correct. No photos of the young member will be published without express consent of the responsible adult.

What is personal information used for?

Information is only used for the purpose of running the Club and its associated events. It is not shared with any other individual or organisation.

Information would only be disclosed to someone having a legal right or duty to request it.

Are there any opt outs?

If members do not wish to have their photographs or names published in newsletters or articles about the Club under any circumstances then they may opt out permanently.

It will be possible at any time to provide the Club with a declaration opting out of such situations. The fact of the opt out will only be disclosed to those officers of the Club who need to know this in order to carry out their functions.

How are procedures reviewed?

This document will be posted on the Club's website and a paper copy sent to those members who do not have access to computer based information. It will be drawn to the attention of new members.

Privacy Policy will be a standing Agenda item at the Club's AGM. The Committee will report any changes to the document at the AGM and address any issues raised by members.