

## **Privacy Notice for Eaton Bishop Gardening Club**

### **What personal data does Eaton Bishop Gardening Club collect?**

The data we routinely collect includes members' names, addresses and email addresses (if supplied). We collect this data directly from our members when they join the Club.

We also record who wants to go on our holidays, visits and other outings organised by the Club.

### **What is this personal data used for?**

We use members' data for the administration of your membership and the communication of information.

### **Who is your data shared with?**

Your membership data is not shared with any other organisation.

### **Where does this data come from?**

Data for our members comes from them when they join Eaton Bishop Gardening Club.

### **How is your data stored?**

This information is mainly stored in digital form on computers, and in the form of written documents, stored by the Chairman David Darts, by the Membership Secretary Michele Byrne, by the Treasurer Liz Goodyear and by the organisers of holidays, visits and outings.

The digital information on computers is password protected.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

The person who is responsible for ensuring Eaton Bishop Gardening Club discharges its obligations under the General Data Protection Regulation (GDPR) is the Club Chairman.

### **Who has access to your data?**

Members of the committee have access to members' data in order for them to carry out their legitimate tasks for Eaton Bishop Gardening Club.

### **What is the legal basis for collecting this data?**

Eaton Bishop Gardening Club collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

### **How you can check what data we have about you?**

If you want to see the membership data, we hold about you, you should contact the Chairman.

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information, we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to

provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does Eaton Bishop Gardening Club collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data.

### **How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

If you do not wish to receive communications by email, do not provide your email address. If we already have it, you can ask the Chairman or Membership Secretary for it to be removed.

If there are other ways in which you would like to limit how your data is used or have it removed, please contact the Chairman.

### **How long we keep your data for, and why?**

We normally keep members’ data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former members’ contact details entirely on request.

Other data, such as that relating to accounting, is kept for the legally required period.

### **What happens if a member dies?**

When a member passes away, their membership data is deleted.

### **Can you download your data to use it elsewhere?**

The data we hold is so limited that this would be unnecessary, and is not possible.