LITTLETON & HARESTOCK GARDENING CLUB

General Data Protection Regulation - Information and Policy document

One of the biggest changes to UK data privacy law comes into effect on 25th May.

The General Data Protection Regulation (or GDPR for short) is a really positive step towards you having more control over how your personal data is used and how you're contacted. The changes will also help to better protect your personal data.

The purpose of this document is to inform you about which items of your personal data are held by Littleton and Harestock Gardening Club ("The Club"), what The Club does with that data, how and where it is held, and who has access to it. The Club is seeking your consent to hold and use your personal data.

**What personal data is held**

The Club holds your Name, Postal Address, Telephone Number, E-mail address (if supplied), the subscription amount you have paid, your Club membership number, and whether or not you are a member of the Royal Horticultural Society, National Trust, or Sir Harold Hillier Gardens.

From time to time, The Club may take photographs at its events/day trips.

**How and where is your data held**

The items of your personal data listed above are held in a spreadsheet ("membership spreadsheet") If you were awarded a place in one of the Spring Show classes, your ***name only***will be recorded in a separate list of winners (this is a document - "Bulb Show Winners document"). The membership spreadsheet and Bulb Show Winners document are stored on the computer of The Club officers listed below.

Photographs may be published on The Club Website.

**Who has access to your data**

Only certain members of The Club committee have access to the membership spreadsheet and Bulb Show Winners document. They are:

* *Membership spreadsheet*: Chair, Secretary, Treasurer, Communications Secretary
* *Bulb Show Winners document*: Bulb Show Secretary.
* The Bulb Show Secretary may request (from the above officers) a list of ***names only*** for the purposes of administering the Spring Show.

**How is your data protected**

Only The Club officers listed above have access to your data. The membership spreadsheet and Bulb Show Winners document are held on computers belonging to those officers. The computers are password protected.

The Club Website is administered by The Club's webmaster whose computer is password protected.

**How is your data used**

With your consent, The Club uses your data as follows:

* To administer your membership and keep track of subscriptions paid.
* To e-mail, write to or telephone you with information that relates to The Club.
* To e-mail you with gardening related information that has been carefully vetted that you may find useful.
* To administer The Club's day trips.
* To administer the Spring Show and the giving out of free bulbs where applicable.
* To record and keep a list of Spring Show winners and publish it on The Club's website.
* To administer The Club's activities e.g. our stand at the Littleton & Harestock Show.
* To publish photographs of The Club's events or day trips on The Club's website.
* Your data will not be passed to 3rd parties outside of The Club.
* Your data will not be transferred outside of the United Kingdom.

**Your rights**

* You have the right to request a copy of the data that The Club holds about you. Please contact the Secretary (gdnclubsec@gdnclub.littletonvillagehall.co.uk) if you wish to do this. The Club will comply with your request within 1 calendar month and keep a record of your request.
* You have the right to withdraw your consent and ask for your data to be removed from the membership spreadsheet or Bulb Show winners document or The Club's website. Please contact the Secretary (gdnclubsec@gdnclub.littletonvillagehall.co.uk) if you wish to do this. The Club will comply with your request within 1 calendar month. Please note that in this instance, The Club will not be able to administer your membership and you would therefore cease to be a member of The Club.
* You have the right to request for your data to be changed and / or corrected. Please contact the Secretary (gdnclubsec@gdnclub.littletonvillagehall.co.uk). The club will comply with your request within 1 calendar month.

**The Club's responsibilities**

* The Club will store, use and protect your data as described in this document.
* If you cease to be a member, your data will be removed from the membership spreadsheet within 1 calendar month.
* If your data is "breached" (lost, stolen, accidentally disclosed or maliciously obtained), The Club undertakes to inform you within 48 hours and the Information Commissioner's Office within 72 hours of discovering the breach. The Club will then take reasonable steps to secure the breach and prevent it happening again. The Club will seek advice from and co-operate with, relevant authorities such as the Police and Information Commissioner's Office.

**Your consent**

The GDPR requires that The Club obtains your explicit consent to hold and process your personal data as described in this document. Therefore, please fill in and sign the consent form issued by this club.