



Bishop's Waltham Gardening Club



PRIVACY NOTICE (MAY 2018)

1. INTRODUCTION

Bishop's Waltham Gardening Club (Registered UK Charity Number:1169353) is committed to protecting your privacy. This document details the steps taken to protect your personal information when you visit the website www.bwgc.org.uk or when you use the facilities and services of Bishop's Waltham Gardening Club. It describes the personal information that is collected, the purposes for which such information is used, and your choices regarding the review and amendment of it. By providing the Club with your personal information, whether through the website or in person, you consent to the Trustees of the Club collecting, using and sharing among themselves or to third parties your personal data as described in this Privacy Notice.

2. DEFINITIONS:

<i>The Club</i>	Bishop's Waltham Gardening Club
<i>Member</i>	People who have paid the annual membership fees of Bishop's Waltham Gardening Club
<i>Trustee</i>	Members elected by the membership to administer the activities, funds and policies of the Bishop's Waltham Gardening Club
<i>You</i>	Users of the Bishop's Waltham Gardening Club's facilities, services and website

3. WHAT DATA DO WE COLLECT ABOUT YOU?

Data is collected from you when you become a member of the Club, use the Contact Form facilities of the Website, enter Club Show competitions, or travel on any Club trips. The Club also stores bank payment details and addresses for external third parties to whom payments are made or from whom payments are requested. This data may be collected in person, on-line or over the phone.

Some of the data collected may be classed as personal data, that is information about an individual who can be identified from it.

This data includes the following:

- a) Your full name
- b) Your contact information such as email addresses and telephone/mobile numbers
- c) Your geographic information such as home address and post code (where applicable)
- d) Your date of birth (For Trustees Only)
- e) The name of your partner or spouse (For joint membership only)
- f) The name and age of your children (For Children's competitions and Junior Allotment Plots Only)
- g) Your bank account details (For Trustees Authorised Expense Claims and Bill Payments Only)

The Club stores bank account details for electronic transfer of payments on-line via Lloyds Bank plc. Their privacy policy can be found here <https://www.lloydsbank.com/privacy.asp>. If you do not agree with their privacy policy you should not request electronic transfer of payments to/from Club account(s).

If you provide the Club with any personal data relating to any third party (e.g. information about your spouse, children, or colleagues) by submitting such information to us, you guarantee to the Club that you have obtained the consent of such third party to provide us with their personal data for the respective purposes.

4. HOW WILL WE USE THE DATA ABOUT YOU?

We use the information we collect with your consent to:

- process membership applications and update the Club's membership database
- answer queries
- process and administer allotment plot allocation.
- carry out internal Club administration, bill payment and record keeping
- claim HMRC Gift Aid
- update and maintain Charity Commission records
- provide Club communications (newsletters, meeting reminders, information etc.) to members by electronic or postal methods
- process Competition entries and results
- facilitate the arrangements for trips for Club members
- provide emergency contact information and to meet Health and Safety requirements

5. DATA SHARING

The Club does not share Member information with third parties except where it is necessary to carry out the normal business of the Club by disclosing contact details.

The Club **may** use personal data collected about you to:

- pass on to the police and government authorities any data requested by them, e.g. in cases of fraud and theft
- comply with any applicable rules, laws, regulations, codes of practice or guidelines issued by any legal or regulatory body which are binding on us e.g. HMRC Gift Aid

6. TRANSACTION AND DATA SECURITY

Whilst the Club takes reasonable, appropriate technical and organisational measures to safeguard the personal data that you provide to it, the Club cannot guarantee the complete security of any personal data that is transferred via the internet to it whilst in transit. Sending such information is entirely at your own risk.

The Club understands how important it is to store securely any data that you provide. The Club takes the privacy and security of your payment and personal details very seriously. A Trustee is designated to be responsible for data protection issues. Although the Club takes reasonable care to keep your personal data secure, it cannot be held liable for any loss you may suffer from unauthorised access or loss of any personal data provided.

The Club's Trustees follow the principles below when dealing with personal data :

- all hard copies of personal data are kept securely
- Trustees are aware of the importance of handling and storing data safely and securely using supported Operating Systems and running up to date Anti-Virus software
- the Club will audit its database(s) annually and delete any contacts no longer needed
- all personal information is stored on Cloud based server systems to which access is granted only to key personnel. Where data is downloaded for purposes of updating it is stored only on Trustees personal drives, and accessible only via individual log in

7. ACCESSING AND AMENDING YOUR DATA

You have the right to:

- access your personal data
- have your personal data amended
- have your personal data deleted if there is no reason for its continued storage and processing
- the right to restrict the processing of your personal data
- to withdraw your consent for the use of your data

If you wish to exercise any of these rights, please contact us by emailing webbwgc@outlook.com

Should you withdraw your consent to any or all use of your personal data, depending upon the nature of your request, the Club may not be able to continue to provide full membership services to you. The Club cannot be held liable for any failure to provide membership services following withdrawal of consent.

8. RETENTION OF INFORMATION

Your personal data will be retained for as long as it is necessary to fulfil the purpose for which it is collected, for administration, business or in accordance with applicable laws.

Should you choose to withdraw your consent for use of your data or resign from the Club your personal data may still be retained on our database for up to 12 months or to the extent required by law or regulation.

9. CONTACT

Any questions about this Privacy Notice, please contact Bishop's Waltham Gardening Club at webbwgc@outlook.com