

Ifold Gardening Club

Privacy & Data Protection Policy

The Ifold Gardening Club ("IGC", "we" or "us") is committed to providing for our members a range of Garden associated activities including lectures, shows and visits.

In order to do this we collect and use personal data. This policy (together with any other documents referred to in it) describes what personal information we collect or obtain about you and how we use it. This policy covers the following:

- A. Your consent to this privacy policy
- B. Information we may collect or receive about you
- C. How we use your information
- D. How we may share your information
- E. Retention of your information
- F. Where we store information about you
- G. Your rights
- H. Access to information
- I. Right to Data Erasure
- J. Changes to our privacy policy
- K. Contact details

A. YOUR CONSENT TO THIS PRIVACY POLICY

If you undertake any of the following activities and provide personal data to us we will endeavour to make it clear why we need it and to obtain your specific consent to use it. Children aged 16 or older may give consent for the processing of their personal data themselves, children under that age shall have parental consent. Couples must each give individual consent. In most instances explicit consent will also be requested in order for IGC to proceed with processing that data for the agreed purpose. Your consent to process data will be required to:

Become a member of the IGC or renew membership;

Join any IGC committee or volunteer for the IGC in any other capacity;

Subscribe for e-mail newsletters and updates;

Consent shall also be required for any child for whom you are responsible to participate as a member of IGC in any IGC activity;

For the purpose of the General Data Protection Regulation (GDPR) 2018, the data controller is **The Ifold Gardening Club**, Kelsey hall, Ifold, West Sussex, RH14 0UD.

B. INFORMATION ABOUT YOU

We may collect and process the following data about you:

Information you give us.

You may give us information about you by filling in forms or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you do any of the following things:

Become a member of the IGC;
Renew your membership or amend or update your membership details;
Subscribe for e-mail newsletters and updates;
Purchase any of our goods or services;
Join any IGC committee or volunteer for the IGC in any other capacity;
Enter or sign up for any event or experience run by us.

When you do any of the following things:

Enter a competition, promotion or survey run by IGC;

The information you give us may include:

Your name, address, e-mail address and phone number(s), personal description and photograph.

And we may receive information about you from others on your behalf or at your request, for example if:

Any person makes a booking for any of our events or other services on your behalf;

You are a minor and your parent or legal guardian provides us with information about you on your behalf.

The information about you which we may receive from other sources may include:

Details of your membership of other clubs.

C. HOW WE USE YOUR INFORMATION

We use information held about you to fulfil our obligations to you in the following ways:

To administer your membership of IGC and provide membership information and membership benefits to you;

To carry out our obligations arising from any contracts entered into between you and us and to provide you with any products and services that you request from us including: visits to other gardens and places of interest; equipment loans; social events.

To register you as a volunteer, committee member or in some other capacity;

To keep you updated in the following ways:

If you are a member of the IGC, to notify you about changes to our membership benefits, products, facilities or services;

To notify you of any changes or proposed changes in any laws, regulations or best practice in relation to our club and other related activities which we feel may be of interest to you;

To provide you with information about goods or services we feel may interest you.

If you are a new member or customer we will contact you by electronic means only if you have explicitly consented to this. If you do not want us to use your data in this way, for marketing purposes, please tick the relevant box situated on the membership form or registration form which

we use to collect your data. If you withhold consent, the only information we will send are formal notices of General Meetings;

D. HOW WE MAY SHARE YOUR INFORMATION

We may share your information with certain third parties provided you give explicit consent for that purpose including:

Suppliers and sub-contractors for the performance of any contract we enter into with you.

We may also disclose your personal information to third parties without your explicit consent:

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any contract or terms in force between you and us; or to protect the rights, property, or safety of IGC, our customers, members or others.

E. RETENTION OF YOUR INFORMATION

We may keep and process your personal data for so long as you remain a member or where the data is obtained from you as a qualification or credential holder or in some other capacity we may keep and process the data for so long as you continue, to our knowledge, to hold that qualification, credential or other capacity.

Where your membership lapses we will within a reasonable time of the lapse occurring cease actively processing and delete your data as a member but may retain your name and e-mail details for up to two years for the purpose of facilitating the renewal by you of your membership.

Where your qualification or credential or other capacity in which we hold your data lapses we will continue to actively process your data for up to five years for the purpose of facilitating the renewal by you of such qualification or credential or other capacity.

We may retain your data if required to do so by other legislation.

We may also retain and process your personal data in a format that does not permit identification of you for historical and statistical purposes. Please also refer to paragraph J below.

F. WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination in the EEA. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

G. YOUR RIGHTS

If we retain your personal data after you cease to be a member of the IGC, or cease to be a qualification or credential holder or cease to hold the capacity in which the personal data was obtained from you then you have the right to ask us not to process your personal data unless we are required to do so by other legislation. You can exercise this right at any time by contacting the Chairman of the IGC Committee. You also have the right to ask us not to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes we will seek your explicit consent. You can exercise your right to prevent such processing

by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting the IGC Committee Chairman.

H. ACCESS TO INFORMATION

You have the right to access information held about you. In certain circumstance IGC has the legal right to levy a fee for this service. You can exercise this right at any time by requesting an information access report which details the information we hold about you, why we hold it and how we process it. Please send your request in writing to the at the following address:

The Ifold Gardening Club,
Kelsey Hall,
Ifold,
West Sussex
RH14 0UD

We aim to issue an initial response to all enquiries within twenty working days, and will offer a full response to all information access requests within one month of acknowledging receipt of the request.

I. RIGHT TO DATA ERASURE

You have the right to have your data 'erased' in certain specific situations - in essence where the processing fails to satisfy the requirements of the Data Protection Act (DPA). The right can be exercised against IGC, who must respond without undue delay (and in any event within one month, although this can be extended in difficult cases).

This shall apply:

When data are no longer necessary for the purpose for which they were collected or processed;

If you withdraw consent in writing to processing your data and there is no other justification for processing.

J. CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted at the next IGC meeting and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

N. CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to:

The Chairman,
The Ifold Gardening Club Committee
Kelsey Hall,
Ifold,
West Sussex
RH14 0UD