

# EDGWORTH & DISTRICT HORTICULTURAL SOCIETY

## PRIVACY POLICY

This Privacy Policy sets out how EHS (Edgworth & District Horticultural Society) uses and protects any information that you may give us. We aim to conform to the General Data Protection Regulation (GDPR) which came into force in 2018.

EHS is committed to ensure that your information and privacy are protected. If we ask you to provide certain details by which you could be identified, then we will use that information only in accordance with this privacy statement.

EHS may change this policy to take account of any new data protection legislation.

We would advise you to check our website occasionally to ensure that you are content with any changes made

### **The Data Controller is:-**

Chairman and Committee, Edgworth Horticultural Society. *See Web site for contact details*

### **Personal Information**

We collect the following information

Membership Information (Stored in a computer file – The “Membership database”):

- **Name, address and post code**
- **Contact information: email address and telephone number(s).**

Other Persons’ Information (Stored in a small number of other computer files):

- **Contact information for non-members who are important to the Society** such as Show Judges, Speakers etc. This information is never more than that listed above.

### **Financial information**

This is not collected.

On the basis of individual need, bank details (Account number and Sort Code) are requested to make any payments needed. Any such information is held only within the Society’s on-line banking account (within the Bank’s computer system), accessible only to the EHS signatories to the bank account.

A record of cheques received (including Account Name and Sort Code but *not* Account Number) is held within the private EHS accounts for transaction traceability.

### **Who may access Membership Information**

The Membership Information that you provide will be held under the terms of the Data Protection Act 1988 and may be used by EHS to supply member’s services.

The Membership Database and files of other persons’ information are stored on a secure part of the Society’s web site accessible only to the Membership Secretary, members of the EHS Committee, and exceptionally, any individual nominated by the Committee who requires access to fulfil the society’s aims.

Access to the secure site is protected by a password of 32 random characters which is altered with any changes in relevant personnel and periodically. Once access to the secure site is obtained, an additional password protects files containing this type of Information.

### **We require and use this information:**

- to keep internal records of membership and of other personnel who we need to contact (eg. speakers and Show judges)
- to enable EHS to contact you
- to provide services you are entitled to as a member of EHS
- to understand your needs and preferences in how we contact you
- We may periodically send out paper and electronic newsletters and information that we think that members will find interesting. This may include emails to inform you of up-coming EHS organised events such as meetings, outings and holidays plus other events of local or horticultural interest. These are not intended as marketing messages but as news of possible interest to our members.
- This information is used only for these purposes and we make every effort to ensure it is not accessible or visible to anyone other than those above. For example we take care not to reveal email addresses in group emails by use of Bcc

### **Storage of Personal Data**

By supplying your personal data, you agree that we can transfer, process and store your personal data. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Information that you provide us with is stored on our secure server. We use strict procedures and security features to try to prevent unauthorised access.

The current, working version of the Membership Database is held on computer hard drives owned by:

- The Membership Secretary
- The member responsible for maintaining the secure part of the web site.
- The EHS Secretary (a file derived from the current working version, after update)

The derived file lists all the unique email addresses of the whole membership in a form that can be copied/pasted into the Bcc (Blind CC) field of emails. This is provided by the Membership Secretary to the EHS Secretary who is responsible for emailing members.

All these current, working files are protected by a high quality password.

The computers holding them must be protected by internet security software and by a user login password if on a portable computer.

### **Removal of Personal Data**

The EHS Constitution directs that all Information for members who have not renewed by the end of March will be deleted at that time from the current Membership Database (this means both the working and securely stored copies). Contact with these ex-members will cease unless / until they rejoin.

This also applies if any member requests that their information is partially or completely removed or when the Society becomes aware of circumstances requiring this.

This policy may sometimes lead to undesired deletion of all of a member's details from the current database, for example through misunderstanding; mis-recording of the payment of a subscription; editing error or possibly member's illness. To facilitate recovery a single

copy of the first database of the current year will be retained by the Membership Secretary until the AGM of that year when it will be deleted. This password protected file will be used only to recover the details of any paid member, never for communicating with members.

### **Photographs and Publically Visible Information**

EHS does not collect or store photographs as part of personal information except for Committee Members and other officials, with their permission.

Photographs taken at events (e.g. outings, Annual Show) may include images of members and other visitors but do not contain names or any other details.

Annual Show trophy winners may be photographed during the award ceremony and will be aware of this. These may appear publically without personal details or names.

Individual's names appear in various places on the publically visible EHS web site but personal details are not included with them. Examples are volunteer rotas, past and present trophy winners etc.

If individuals do not wish any of this to happen please let an EHS Committee member know.

### **Security**

We are committed to ensuring that your information is secure in order to prevent unauthorised access or disclosure. We have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect.

### **Information requests**

You may request details of personal information which we hold about you under the Data Protection Act 1998. For a copy of this, please write to us or make a request via the contact page on our website. We will correct any information that we are holding as soon as possible if found to be incorrect or incomplete. Please write to or email us.

### **Contact us**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to us by email: [feedback@edgworth-horticultural-society.co.uk](mailto:feedback@edgworth-horticultural-society.co.uk)