

# Elham Gardening Society (EGS) General Data Protection Regulations (GDPR)

## Protection Policy

### Policy Statement

Elham Gardening Society is committed to a policy of protecting the rights and privacy of its members in accordance with The Data Protection Act 1998.

### Legal Requirements

Data are protected by the Data Protection Act 1998 (March 2000) enhanced by the General Data Protection Regulation (GDPR) (effective from 25 May 2018). Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed or used without their knowledge and consent.

According to the ICO (Information Commissioners Office), for a small organisation, such as the EGS (Elham Gardening Society), operating for recreational purposes, there is no requirement to “Register” our organisation. However we must adopt “best practice” and acknowledge the right of ‘subject access’ – i.e. members must have the right to copies of their own data, and the right to cancel it.

### Purpose of Data Held by Elham Gardening Society

Data is held by us for the following purposes:

- Subscriptions, membership & contact details.
- Correspondence and information.
- Organisation of visits.
- Supply of gardening materials

### What is Held

The Society holds the names, postal addresses, email addresses, phone numbers, RHS numbers, National Trust numbers and English Heritage numbers. All information held is at the express wish of the member.

Personal Data is collected from existing and prospective members on a Purpose Designed form which embodies the main principals of this Policy. It asks for explicit signed permission to record and use the data.

### Who Has Access

The Chairman and Membership Secretary have full access to the data held by the Society.

Members are informed that designated members of the Management Committee have a right to use the data to contact them. These are the Chairman, Membership Secretary, Treasurer, Vice Chairman and Show Secretaries. The Chairman has the right to appoint a deputy to act for him – normally the Vice Chairman. In addition the Society's Website provider or other nominated IT advisors will be permitted access by the Chairman for technical purposes. Hard copies of lists are made when required to manage the essential business of EGS, these are destroyed after use.

### Data Protection Principles

The legislation calls for a “Data Controller” to be appointed (this can be one or several people). For the purposes of the EGS, the Membership Secretary and the Management Committee under the Chairman will perform the role of ‘Data Controller’, and as such, determine the purpose of the data and the manner in which it is to be used or processed.

## **We Will Ensure that Data Are:**

### **1 Fairly, Lawfully and Transparently Processed.**

EGS will ensure transparency by placing its Policy on its Website. This will include how the data is held and state who will have access. We will also provide an indication of the duration the data will be kept.

### **2 Processed for Limited Purpose**

We will not use data for a purpose other than those stated in the policy without the prior agreement of members.

### **3 Adequate, Relevant and Not Excessive**

EGS will monitor the data held for our purposes, ensuring we hold only the appropriate amount. If data given or obtained are excessive for such purpose, they will be deleted. Members have the right to have their data deleted on request at any time.

### **4 Accurate and Up-to-Date**

We will inform our members of the information we hold and record any relevant updating when they renew their annual membership or when they request an update. A "Personal Data Form" is used to capture data. It explains the main points of this policy and asks for a signature to confirm that EGS can store and use the information.

All amendments to the information held will be made by the Membership Secretary within one month of receipt and any data no longer required will be deleted. It is the responsibility of members to ensure that the data held by us are accurate and up-to-date.

Members should notify us of any changes at any time for updating purposes. It is the responsibility of EGS to act upon notification of changes to data.

### **5 Not Kept Longer than Necessary**

Data will not be kept for longer than it is required. All personal data will be deleted or destroyed by us 9 months after non-renewal of the annual subscription.

### **6 Processed in Accordance with the Individual's Rights**

All Members of the EGS have the right to:

- Be informed, upon request, of all the information held about them within 30 days.
- May request removal of their data from our records by contacting the society via its website or by contacting the Chairman or Membership Secretary. The request will be dealt with within 30 days.

### **7 Secure**

Appropriate steps using passwords are taken to prevent unauthorised or unlawful processing of personal data/access to data files and against accidental loss or destruction of data.

### **8 Not Transferred to Countries outside the European Economic Area,**

Data will not be transferred to countries either inside or outside the European Economic Area without the explicit consent of the individual.

### **9 Not Shared with Third parties**

The society will not share personal data with any third parties without express permission of members.

### **10 Data Breaches**

We will inform members and relevant authorities of any breaches of data privacy in a timely manner.

### **11 Review of Policy**

This policy will be reviewed at least annually prior to renewal of Membership subscriptions so that members can be informed of any changes to it and take appropriate action.