

Huntley and Palmers Horticultural Society

Privacy Policy

Personal Data and the society

An individual's confidentiality is protected by the Data Protection Act and, from 25th May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR).

Personal information supplied by members to the society will be kept on file and stored securely. Paper copies of Membership Application forms will also be kept securely or securely destroyed after processing. Membership data will be deleted once the member has left the organisation.

As a result of this members will receive a notice at the start of the year after their membership period inviting them to renew and advising of the date of the next AGM but no further communication until they renew their membership.

Members

Membership Application forms request some Personal Data and the applicant's preferred means of communication. These data include title, name, address, post-code, telephone number(s) (optional) and email address (optional). This information is required to provide the service that is expected by society member. These data will be stored securely.

Photographs

Photographs sent to the society for our use and publication remain the copyright of the owner but the owner grants a licence to the society in perpetuity to publish, retain and grant licence to them providing this is lawful and within current regulations. Photographs of identifiable minors must have written parental consent supplied before they can be accepted.

Access to personal data

The society will not share members' information with any other company or organisation, without the explicit permission of individual members, unless required to do so by law.

Members have the right to access a copy of the information the society holds about them (a subject access request) obtainable, subject to proof of identity, from the secretary by email handptradingshed@gmail.com or by personal request in an envelope addressed to the secretary at the society shed, during trading hours.

Members have a right to object to the ICO (Information Commissioners Office) if they feel that the society is not handling their data in a satisfactory manner.

Communication

The society will ask members to provide their formal consent to receive their communications either electronically or by hard copy through the post or hand-delivered.

We will use a member's personal data to send:

1. **AGM** (Annual General Meeting) and any EGM (Extraordinary General Meeting) information will be sent electronically or hand-delivered to those members who do not provide us with an email address.
2. **Our Newsletter** – this is sent by email
3. **Other communications** relating to society activities, such as notification of events or matters that the society thinks will be of particular interest to members are sent by email.

Note: With the exception of notices for General Meetings (AGM, EGM) members can opt out of any/all society communications at any time by contacting the secretary handptradingshed@gmail.com, or by personal request in an envelope addressed to the secretary at the society shed, during trading hours.

Approved by the Huntley and Palmers Horticultural Society AGM on 18th April, 2018.

The society would like to thank Brian Hackett & Earley Environmental Group for their help in producing this policy.