

# Leatherhead Horticultural Society Privacy Policy

October 2023

## **Our contact details**

Chair: Chairman@leatherheadhortsoc.org.uk

Communications Officer: Communications@leatherheadhortsoc.org.uk

<https://www.leatherheadhortsoc.org.uk/contact-us>

## **The type of personal information we collect**

We currently collect and process the following information (**Membership data**):

- Your name and contact address.
- Your email address or telephone number where you have volunteered it.
- The date you cease to become a member.

## **How we get the personal information and why we have it**

**Membership data** is provided to us directly by you for the following reasons:

- To record your status as an Annual, Life, Honorary or Lapsed Member and whether your annual payment for continuing membership has been received.
- To record the names of Members who enter classes in our Spring Show and Annual Show and those of you who win classes and trophies.
- To ensure that sales at the Stores on a Sunday morning are only made to Members.

We use the information that you have given us in order to send you messages about events, or other matters deemed to be of interest to Members only; to generate an internal factual archive of the Society's membership, activities and history; to supply the names of Class and Trophy winners in our press and website reports on our Spring and Annual Shows, for information only.

We do not share this information with other organisations or individuals.

You are in control of your data and can unsubscribe from mail or emails at any time by contacting the Communications Officer whilst still remaining as an active member.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting the Chair or Communications Officer.

## **How we store your personal information**

**Membership data** is stored electronically on a database held on a secure computer.

The database can only be accessed by the society's Chair, Secretary, Store Secretary, Communications Officer and Treasurer.

A paper copy of members' names and membership numbers is made available to those volunteering in the Store.

**Membership data** will be retained for the duration of your active membership of the society.

If you choose not to renew your membership, your **Membership data** will be retained for a period of 4 years after the expiry of said membership to allow for reminders to be sent and to simplify administration should you choose to rejoin.

After the expiry of 4 years, your **Membership data** will be deleted from the society's database and any paper records.

### **Photographs and Publicly Visible Information**

We do 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. visits or shows) may include images of members and other visitors but do not contain names or any other details.

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

Individuals' names appear in various places on the publicly visible LHS web site and electronic newsletters but no other personal details are included.

If individuals wish to be excluded please contact the Communications Officer.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Chair or Communications Officer if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint by contacting the Chair or Communications Officer.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>