

Stathern Gardening Club

Privacy Notice

In this notice, whenever you see the words “we”, “us”, “our” it refers to Stathern Gardening Club (SGC).

The privacy and security of your personal information is extremely important to us. Stathern Gardening Club (SGC) collects, processes and use your personal information strictly in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).

This privacy notice explains what personal information we collect about you and how it is used. It applies to all information we collect about you on membership forms and elsewhere as a member of the club. The way that SGC uses and protects personal data is based on the Legitimate Interests provision of the UK General Data Protection Regulation (GDPR).

Who we are

Stathern Gardening Club

What personal information do we collect about you?

The personal information that we collect about you is used to help us manage and run Stathern Gardening Club.

We will only collect the information about you that we need. Personal information that we collect includes

- full name
- postal address
- email address
- telephone number(s)
- photographs

In specific circumstances we might also collect

- bank account details
- any dietary requirements

We might also hold some of the same details for non-members, as supplied by themselves, who, for example, enter the Village Show or attend a SGC outing/trip or are otherwise involved with the club.

The information you provide on our membership form or elsewhere is entirely voluntary and these data are only available to serving officers (Committee Members) of the club with the exception of involvement in the SGC WhatsApp group where the supplied mobile 'phone number will be visible to group members.

When and how do we collect personal information about you?

We primarily collect information about you when you register with us using our membership form/ online registration process or following requests for details. WhatsApp group membership requires a mobile 'phone number at the time of joining the group.

Photographs may be taken at society events. We will request permission to use any photographs in which members appear solely for purposes associated with Stathern Gardening Club. Members can refuse to grant permission. At events attended by large crowds within a public area, where requesting individual consent is impractical, signage will be displayed at the entrance and at other points at the event about photography/filming with summarised purposes of use, and people you can contact if you do not want to be photographed/filmed. At smaller events verbal or written consent as previously granted will be relied on or requested before photographs of members and/or guests are taken and their use explained.

How will we use the personal information about you?

We will use the information you provide to send you (electronically and/or in writing) information about Stathern Gardening Club and Club-related events (such as the Village Show) and keep you updated about events that might be relevant. It will also be used to arrange payment and/or refunds for certain events as appropriate. For photographs/films you have the right to decline use of your image. Unless you make this request it is assumed that you agree that your image can be used for SGC promotional activities through the web-site and social media.

Who we share your personal information with

We do not share your information or sell your information to any other organisations.

How we store your information

Any information we hold electronically is stored on a password/PIN protected computer as a password protected spreadsheet. Any information held as a physical copy is held securely at a locked address. Information is reviewed on a yearly basis and updated or deleted/shredded as appropriate. Individuals who cease to be members of the club will have their data deleted within 18 months from the date they cease to be a member of the club. Non-members will have their data deleted within 18 months following the supply of data. The only exception to this time period for deletion of information is the minimal information required for audit purposes which shall be kept for six years from the end of that tax period.

Right of access

You have the right to request a copy of the personal information that we hold about you at any time. If you would like a copy of some or all of your personal information, please email secretarystatherngardeningclub@gmail.com. You can request that the information be corrected, restricted or deleted. Alternatively, you can opt out of having your information stored at any time. Deletion of the information will reduce the benefits of membership. You may also have a partial opt-out and choose to be contacted only via the SGC WhatsApp group; this will reduce the benefits of membership.