

# **GDPR (General Data Protection Regulation) 2018**

Wokingham Horticultural Association follows the GDPR with respect to your personal information. This includes holding your name, address, email and phone number on a data base. We need your details in order to keep you informed about the activities of the Association.

We only use this data to operate the membership and activities of the Association. We do not pass on your details to any third party. The membership details are held securely by the Membership Secretary, acting as data controller.

For further information, please see the Association's Privacy Notice below. If at any time in the future you do want to have data removed and no longer want us to send you emails, tell the Membership Secretary, who will ensure that we comply with your wishes. Informing our members about our programme is a key function of the Association, so we hope very much that you will want to continue to receive email messages from us. Thank you.

## **WOKINGHAM HORTICULTURAL ASSOCIATION PRIVACY NOTICE**

This Privacy Notice sets out how we use and protect any information that you give us when you become a member of Wokingham Horticultural Association, use this website or accept newsletters or email messages from us. We are committed to ensuring that your privacy is protected. We may change this Privacy Notice occasionally, so you should check this web page from time to time to ensure that you are happy with any changes. Any changes will also be flagged up in our newsletters. This Privacy Notice is effective from 25th May 2018. If you are a member and do not have access to the internet, we will provide you with a paper copy of the Privacy Notice at your request.

### **1. Your personal data - what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR). The processing of data held on a child under the age of 16 requires parental consent.

### **2. Who are we?**

Wokingham Horticultural Association (WHA) is the data controller. This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

Wokingham Horticultural Association (WHA) complies with its obligations under the GDPR by keeping personal data up to date, by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

### **4. What do we process?**

We may process your name, address, email address, telephone number, photographs, records of any show entries, awards, certificates, competitions, or cups won, received or held, bookings for outings or other events that require bookings. We may also process any

complaint, comment or exceptional dealing you may have with us. We hold records of payments or donations made by you or payments or donations made to you. If you make or receive payments to us electronically, we will have details of these payments on our bank statements.

## **5. We use your personal data for the following purposes:**

- to manage membership records
- to distribute membership cards, handbooks, newsletters and electronic information such as email or text about the Association and events which we may arrange either independently or with third parties
- to promote horticultural activities in general
- to support our committee members and other volunteer helpers
- to maintain our accounts and records
- to inform you of news, events, activities that might be relevant to you as a member of a horticultural association or as part of the local community of Wokingham and its environs.

## **6. How long do we keep your personal data?**

We keep personal data relating to membership for up to 3 years.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- the right to request a copy of your personal data which Wokingham Horticultural Association holds about you
- the right to request that Wokingham Horticultural Association corrects any personal data if it is found to be inaccurate or out of date
- the right to request that your personal data is erased – this will be done as quickly as possible.
- the right to withdraw your consent to the processing at any time
- the right to object to the processing of personal data
- the right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing**

If we wish to change how we use your personal data, we will advise you and we will update this Privacy Notice to reflect any changes.

## **9. Contact details**

If you have any concern or complaint about the way in which we handle or process your data, you have a right to complain to the Data Controller of Wokingham Horticultural Association:

The Membership Secretary, Janet Gordon 5 Lime Close, Wokingham RG1 4AW  
wha-members@outlook.com

You can also contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1131 Email: <https://ico.org.uk/global/contact-us/email/>.