

Meole Brace Garden & Allotment Club - General Data Protection Regulation – Privacy Policy

This policy was adopted on 24th May 2018

1. Introduction

Meole Brace Garden & Allotment Club collects, stores and processes personal data for a variety of reasons. We only collect information which is necessary, relevant and adequate for the Club's purposes.

2. Reasons for collecting, storing and processing personal data

The main reasons are

- to be able to maintain contact with our members to provide information about events and opportunities
- to remind members about the Club Constitution and Rules as appropriate
- to request membership fees and, for allotment plot holders, to request rents with or without concessions
- to maintain an accurate record of subscriptions and rents that have been paid
- to record entries and awards for the Annual Show
- to maintain an accurate list of committee members and their contact details

3. Sharing data

We will never share data with anyone else without specific permission from members concerned.

We will never sell personal data information to third parties.

We will always use blind carbon copying (b.c.c) when sending group emails with the possible exception of emails sent specifically to Committee members.

By joining the Committee the members agree that their email contact details may be shared with other Committee members. In future this will be made explicit on joining the Committee.

Contact details for The Chairman, Treasurer, Club Secretary and Allotment Secretary will normally be shown on the Club Membership Card subject to those officers' approval. The Allotment Secretary's contact details will normally be shown on the Club Newsletter subject to his/her approval

4. Retention and storage of data

Data will be retained as long as the person is a member of the Club.

The Club membership list is stored electronically and in some cases on paper and can contain information about a member's name, address, date of birth, plot number(s), membership subscription and rent (if an allotment holder) paid, *partial cheque/bank details (NB only ever the last three digits of an account number)*, email address, telephone number(s) (landline and mobile) and Annual Show entry(s) (as applicable).

In addition there is a group email list (stored electronically) and a sticky label address template list (stored electronically) for people with no electronic address.

5. Access to personal information data

Access to some or all (as appropriate) of these lists is restricted to the Chairman, Treasurer, Allotment Secretary, Club Secretary and (if she/he is not one of the above) the newsletter editor (mailing lists only) and the Annual Show organiser. The Committee reserve the right to specify who should and should not have access to specific data

6. Members rights

Members have a number of rights in relation to their personal information under data protection law. In relation to most rights, we may ask for personal information so that we can identify the person concerned.

Members have the right to:

- Ask for a copy of the information we hold on them
- Correct and update the information we hold on them
- Object to our use of their information (providing we do not have any continuing lawful reason to continue using that information)
- Erase or restrict the information we hold on them (providing we do not have any continuing lawful reason to continue using that information)

However, it should be noted that where members exercise either of the last two (bullet pointed) rights their continued membership of the Club could not be assumed and the Committee would need to assess an individual's circumstances to allow him/her continued membership.

People can exercise the rights listed above by contacting Peter Dunhill, Meole Brace Garden and Allotment Club c/o 6 Mill Rd, Shrewsbury, SY3 9JT
Telephone: 01743 246574

Email: dunhill@talktalk.net

If members are unhappy with the way we deal with their enquiry, they have the right to complain to the data protection regulator. In the UK this is:

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

Telephone: 0303 123 1113