

Garvald Horticultural Society

Data Protection and Privacy Notice

Garvald Horticultural Society is a “data controller” and “data processor” of the personal information that you provide us when you sign up for annual membership at the village show.

This document is published on the website www.garvald.org.uk.

Summary

Under new General Data Protection Regulations (GDPR), from 25th May 2018, we need to advise members how we use your personal data. Your contact information is provided at the village show at the point of entry to the competition, and is used by the Committee to enable the show to function.

Please help us to keep your records up-to-date by checking your details at the Show each year. We will not share or sell your personal information with any third party. We will notify you promptly of any breach of your personal data which might expose you to serious risk. Your data will be kept for as long as you are a member of the Society and if you decide not to attend the show, your data will be kept no longer than 3 years. All data will be disposed of securely.

If you wish to see what information we keep about you, please contact the Secretary of the Garvald Horticultural Society. The easiest way to get in touch is via the contact form on www.garvald.org.uk. All applications will be dealt with within a month.

Please read the full policy below for more details.

Privacy Notice

This policy explains when and why **Garvald Horticultural Society** collects personal information about its members, how we use the information, how we keep it secure and your rights in relation to it. We reserve the right to amend this Policy from time to time without prior notice. The most up-to-date privacy notice will be available on our webpage at all times. As the controller of your data, we (the Committee of Garvald Horticultural Society) will always comply with the General Data Protection Regulations (GDPR - www.ico.gov.uk) when looking after your data.

Contact Details

The Secretary of Garvald Horticultural Society is listed in the annual Show Schedule on the [GHS webpage](#) and can be contacted in person or via the [contact form](#) on the Garvald website.

Members’ personal data:

Membership data is provided at the village show at the point of entry to the competition. Data provided is name, address, telephone number and email address (or child’s name and parent contact details if the member is under 16) and permission to use photographs.

Lawful basis for data processing – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use your personal information to allow allocation of a membership number, to enable trophy delivery and collection, to record Show Results and allocate prize money. **If you we do not collect this personal information, then this will prevent us from running the village show.**

Lawful basis for data processing – legitimate purposes

We process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in Garvald Village Show through the use of photographs/videos for promotional purposes.
- monitor engagement and develop participation in Garvald Horticultural Society and the annual village show.
- respond to and communicate with members regarding questions, comments, support needs or complaints in relation to Garvald Horticultural Society. All enquiries should be directed to the Secretary via the contact form on: <https://www.garvald.org.uk/>. We will use your personal information where necessary to resolve your query or to investigate your complaint.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member or volunteer.

Lawful basis for data processing – consent

MailChimp

If you give consent for your email address to be added to the Garvald Website 'news updates' MailChimp mailing list, you will be able to read the latest updates about Garvald Village including news related to Garvald Horticultural Society. You may request that we stop sending you these website updates by using the contact form on the village website or by clicking the 'unsubscribe' button at the bottom of every MailChimp-generated email. MailChimp's Privacy Policy can be found here: <https://mailchimp.com/legal/privacy/>.

Facebook

Facebook may be used in future used to provide a social media presence for GHS and to post photos. Facebook Users are advised to conduct themselves politely and appropriately when engaging with GHS on social media. We agree to conduct ourselves accordingly online. While we may have an official profile on social media, users are advised to verify authenticity before engaging with, or sharing information with such profiles. Users may contact GHS through Facebook Messenger but should generally contact the Secretary face-to-face, via email or via the website contact form.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes if they are not covered by the above privacy notice. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who do we share your personal information with?

Personal data is kept within the committee (who are all subject to a duty of confidence) and securely stored. No data is sold to third parties.

A list of winner' names and the categories they won is published in the annual show report and may be sent to local newspapers. ***If you are a winner and you object to your name being published, please let us know and we will make sure your name is not listed.*** All personal contact data is kept private and password-protected. Please note however that if you transmit information to us over the internet this can never be guaranteed to be 100% secure.

If your personal information (e.g. your name on a competition entry card) is included in any images or videos taken by us at our annual show or other events, this may be shared with the village website or local newspapers, when publishing promotional/journalistic articles.

Your photograph may also be published on the village website, in promotional material or in local newspapers. We will endeavour to gain the permission of any identifiable people featured. People will not be named in any caption for a photograph, unless consent has been obtained. If a subject decides they are not happy with a particular photograph they can ask (verbally or via the website [contact form](#)) to have it removed from the website, which we will do with immediate effect. Permission will also be obtained from the photographer to protect their copyrighted work.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

How we protect your personal information

Your personal information is stored securely on our electronic filing system on our computers based in the UK, and is accessed only by the Committee Membership Team for the purposes set out above.

Emails sent out via the mailing list from the Garvald village website uses MailChimp, a US-based company using US servers to store this data, meaning that data is transferred out of the EU. However, these companies have all signed up to the “Privacy Shield”, which is an agreement between the US and EU Commission relating to the protection of personal data – this constitutes a “safeguard” under the GDPR.

How long do we keep your personal information?

Personal data is collected each year during registration at the annual show.

We will only keep your personal information for as long as necessary to provide you with membership services. A new membership fee

is paid each year at the show. This will be noted to record your membership of the Society and attendance at the show.

Unless you ask us not to, we will review and delete your personal information where you have **not renewed** your membership with us for three years. We may keep certain personal information of members (e.g. name, dates of membership) for longer, in order to confirm your identity, when you were a member of GHS and for how long. We need to do this in the event of a claim against us.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Your rights

You can exercise any of the following rights by contacting us via our contact form on <https://www.garvald.org.uk/garvald-horticultural-society/>

Your rights to access stored data

You can request a copy of the data held in your name and this information will be provided within one month of the request being made. If any of the data is incorrect then you can request it to be rectified (records of such a request, whether made verbally or by email, will be retained to avoid any dispute about how the Society interpreted the request). Once your identity has been verified, and within one month, the data will be updated at source. You also have a right to request that we restrict the processing of your personal information for specific purposes or to have your data deleted. If you request erasure of all records then that person will no longer be a member of the Society.

Any requests received by us will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk.

Data Protection impact assessments

We will keep a record of what data we store and of our regular processing activities, along with copies of our privacy statements.

We regularly review and, where necessary, update our privacy information, to address areas such as data retention, security and data sharing. If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes to individuals before starting any new processing. In our data privacy reviews we undertake an

information audit to find out what personal data we hold and what we do with it. We put ourselves in the position of the people we're collecting information about, to make sure all data is protected.

Useful Links

GDPR - Data protection from May 2018

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Garvald Village Website Privacy

<https://www.garvald.org.uk/about/>