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**BANSTEAD HORTICULTURAL SOCIETY (BHS)**

**PRIVACY POLICY**

Banstead Horticultural Society is a not-for-profit organisation made up of members of the public with a common interest in horticulture and gardening.

**THE PERSONAL DATA WE COLLECT**

**The Society holds the following personal data:-**

Names, addresses, telephone numbers and email addresses of members.

Names, addresses, ages, telephone numbers and email addresses of children under 16.

Names, addresses, telephone numbers and email addresses of newsletter distributors.

Names, addresses, telephone numbers and email addresses of officers/committee members.

Names, addresses, telephone numbers and email addresses of BHS lottery participants.

**THE PURPOSE FOR WHICH WE HOLD YOUR PERSONAL DATA**

To enable the Society to register or renew individuals as members and maintain a membership listingto confirm membership status.

To enable the Society to function as a representative body and to communicate with members about the work we do. BHS has a legitimate interest in such communication.

To enable the Society to operate and administer the Society’s lottery.

To enable to Society to distribute its newsletter and other information including but not limited to information about events, shows and other activities.

To enable the committee of the Society to function under its rules. Members of the committee need to communicate with one another and members of the Society need to be able to communicate with the committee.

**SENSITIVE PERSONAL DATA**

The Society does not collect or store sensitive personal data.

**YOUR PERSONAL DATA AND THIRD PARTIES**

We do not pass on, sell or exchange your personal data with third parties. No third parties have access to your personal data. Personal data can only be accessed by officials of the Society with a legitimate interest in accessing that data (eg issuing membership renewal notices). The Society will only use personal data as the law allows us to.

**HOW WE STORE YOUR PERSONAL DATA**

All personal data is processed securely by BHS officials according to their specific roles within the Society. Personal data is stored on a secure password – protected computer database. Paper records are safely locked away or stored in a locked private home.

**RETENTION OF YOUR PERSONAL DATA**

We retain personal data as long as required to fulfil the purposes we collected it for. We remove personal data from our records three months after membership expiry following a request made by us to a member for renewal of membership. Once a member’s personal data is removed from the database he/she will no longer receive further newsletters or correspondence from the Society.

With regard to the personal data of children, children are registered with the consent of a parent or guardian. The personal data of children is erased when a child reaches the age of sixteen.

**YOUR RIGHTS AND PERSONAL DATA**

Should you believe that the personal data the Society holds about you is incorrect you can request to see it. You can request for it to be corrected and you can request for it not to be processed or to be erased.

Should the Society receive a request from a member for a right of erasure of data we will remove his/her personal data within fourteen days of receipt of a request to the Membership Secretary. Once a member’s personal data is removed from the database he/she will no longer receive newsletters or correspondence from the Society.

**BREACHES OF YOUR RIGHTS AND PERSONAL DATA**

A member who believes that his/her data protection rights have been breached by us should contact the Secretary immediately either in writing or via the website. The Society has a legal obligation to report serious data breaches to the Information Commissioner’s Office within seventy two hours of the discovery of a breach.

A member can also make a complaint to the Information Commissioner. However the Society would appreciate the chance to deal with any such matter and we would request members to contact the Society before approaching the Commissioner.

**LINKS TO THIRD PARTY WEBSITES**

The Society’s website contains links to websites of other organisations. The Society is not responsible for those sites so please read the privacy policy of any website that you visit.

**COOKIES**

The Society’s website uses cookies. Placing cookies in the browsers of our website visitors enables us to collect information eg telling us how many people have visited our site. Visitors to the website have the option to accept or decline cookies. If you click “Accept” you are consenting to the use of cookies by us for tracking website traffic. Tracking is only enabled if you click the “Accept” button. The “Decline” button will simply close the cookie popup.

**CHANGES TO OUR PRIVACY POLICY**

If we make any changes to our privacy policy, we will inform visitors to our site by posting a new or amended policy here.

Banstead Horticultural Society October 2020