



Bishop's Waltham Gardening Club

Privacy notice

1. Introduction

Bishop's Waltham Gardening Club (Registered UK Charity Number: 1169353) is committed to protecting your privacy.

This document details the personal information that is collected, the purposes for which such information is used, and your choices regarding the review and amendment of it.

By providing the Club with your personal information, whether through the website or in person, you consent to the trustees of the Club collecting, using and sharing among themselves or to third parties your personal data only as described in this Privacy Notice.

2. Definitions

The Club Bishop's Waltham Gardening Club.

Member People who have paid the annual membership fees of the Club.

Trustee Members elected by the membership to administer the activities, funds and policies of the Club.

You Users of the Club facilities, services and website.

Personal data Information that relates to an identified or identifiable individual.

3. Lawful bases

Our lawful bases for the collection and use of your data:

- Consent - we have permission from you to collect the data. Providing us freely with any personal data is effectively consent. You have the right to withdraw your consent at any time.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. Our legitimate interests are:
 - Safety of members, especially those using allotments. Complying with HMRC rules for Gift Aid;
 - Vital interests – collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter.
- Legal obligation – we have to collect or use your information so we can comply with the law.

3. The personal data we collect

Data is collected from you when you become a member of the Club, contact us via the website, and enter Club events such as shows and other competitions, social events and Club trips.

The Club stores bank payment details and addresses of third parties to whom payments are made or from whom payments are requested.

This data may be collected in person, on-line or over the phone.

This data includes the following:

- a) Your full name;
- b) Your contact information such as email addresses and telephone/mobile numbers, and emergency contact details;
- c) Your geographic information such as home address and post code;
- d) The names and ages of your child(ren) (for children's activities only);
- e) Your date of birth (of trustees only);
- f) Your bank account details (For trustees authorised expense claims and bill payments only).

The Club stores bank account details for electronic transfer of payments on-line via Lloyds Bank plc. Their privacy policy can be found here <https://www.lloydsbank.com/privacy.asp> .

If you provide the Club with any personal data relating to any third party (e.g. information about your spouse, children, or colleagues) by submitting such information to us, you guarantee to the Club that you have obtained the consent of such third party to provide us with their personal data for the respective purposes.

4. How we will use your personal data

We use the information we collect to:

- process membership applications and renewals, and update the Club's membership database;
- communicate with members and others;
- answer queries;
- process and administer allotment plot allocation;
- administer staffing of the Shop by trustees and volunteers;
- carry out internal Club administration, bill payment and record keeping;
- claim HMRC Gift Aid;
- update and maintain Charity Commission records;
- process competition entries and results;
- facilitate the arrangements for trips;
- provide emergency contact information and to meet health and safety requirements;
- comply with legal obligations.

5. Data sharing

The Club does not share members' personal data with third parties, except where it is necessary to carry out the normal business of the Club or to:

- pass on to the police and government authorities any data requested by them, e.g. in cases of suspected fraud or theft;
- comply with any applicable rules, laws, regulations, codes of practice or guidelines issued by any legal or regulatory body which are binding on us e.g. HMRC Gift Aid.

6. Transaction and data security

Whilst the Club takes reasonable, appropriate technical and organisational measures to safeguard the personal data that you provide to it, the Club cannot guarantee the complete security of any personal data that is transferred via the internet whilst in transit. Sending such information is entirely at your own risk.

The trustees follow the principles below when dealing with personal data :

- all hard copies of personal data are kept securely;
- trustees are aware of the importance of handling and storing data safely and securely using supported operating systems and running up to date anti-virus software;
- the Club will audit its database(s) annually and delete any contacts no longer needed;
- all personal information is stored on cloud based systems to which access is granted only to those who require it for the purposes stated in this document. Where data is downloaded for purposes of updating it is stored only on trustees personal drives, and accessible only via individual log in.

Your data will not be sent overseas.

7. Accessing and amending your data

You have the right to:

- access your personal data;
- have your personal data amended;
- have your personal data deleted if there is no reason for its continued storage and processing;
- restrict the processing of your personal data;
- withdraw your consent for the use of your data.

If you wish to exercise any of these rights, please contact us at the address given below. Should you withdraw your consent to any use of your personal data, the Club may not be able to continue to provide full membership services to you. The Club cannot be held liable for any failure to provide membership services following withdrawal of consent.

8. Retention of data

Your personal data will be retained for as long as it is necessary to fulfil the purpose for which it is collected, for administration, business or in accordance with applicable laws. Should you choose to withdraw your consent for use of your data or resign from the Club your personal data may still be retained for up to twelve months, or to the extent required by law or regulation.

You can find out more about your data protection rights and the exemptions which may apply on the [ICO's website](#).

9. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details below.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO at.

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

10. Contact Any questions about this privacy notice, please contact Bishop's Waltham Gardening Club at bwgc-membership@bwgc.co.uk or writing to BWGC, 1 Shore Lane, Bishop's Waltham, Hampshire SO32 1DY.

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