

# **General Data Protection Regulations (GDPR)**

(25 May 2018)

## **Privacy Policy of Buxted Horticultural Society**

### **Who we are**

We are Buxted Horticultural Society affiliated to the Royal Horticultural Society affiliation number 10572868 and a registered charity number 288108 and registered as such at Fairfield, Gordon Road, Buxted, Sussex. TN22 4LJ

We can be contacted by visiting our website at [www.buxtedhorticulturalsociety.org.uk](http://www.buxtedhorticulturalsociety.org.uk) by email at [info@buxtedhorticulturalsociety.org.uk](mailto:info@buxtedhorticulturalsociety.org.uk) or by calling 01825 732139 or by writing to the above address.

### **Information and how we use it**

Information is given by members in the form of name, address, contact telephone number/s and email address is given freely by members joining the society using its membership form and is for the sole purpose of logging membership and notifying of society events. Information from members and non-members may also be taken from booking forms for trips and events.

This information is held (a) by the society membership secretary in the form of a xls spreadsheet on a personal computer and within the electronic address book of the email client software for the sole purpose of logging members and the subscription thus paid and use of the information supplied to contact members regarding their membership and (b) by the society Chairman in the same formats for the purpose of communicating society events and offers and to inform of itinerary details for booked events.

This information is NOT available or shared to any 3<sup>rd</sup> party including the RHS or the Charities Commission, Buxted Horticultural Society cannot be held responsible for any direct marketing from 3<sup>rd</sup> parties where the member has offered their details to such a 3<sup>rd</sup> party company directly.

This information is not shared to any cloud based server for back up purposes.

Information sent from the society registered email addresses will not include the originators email address unless we have prior authority to do so; this is widely known as email forwarding. This is not applicable where members communicate to other members directly.

### **Marketing**

Member's details are ONLY used for internal society use. Unless you have already told us NOT to then we will only send you marketing information of our own shows and events. Newsletters from Perennial and special promotions of RHS events are now only placed on our main website or on our Facebook page at [www.facebook.com/buxtedhorticulturalsociety](http://www.facebook.com/buxtedhorticulturalsociety) - If you change your mind and no longer want to receive notifications you can tell us at any time.

### **Security**

The information of members is not held on portable computers and no telephone calls are recorded.

Please be aware that you should only contact us by private message if using Facebook.

### **Your rights**

You can request to see the data that we hold on you at any time by contacting us on one of the above methods. You can gain all the information about GDPR by visiting [www.ico.org.uk](http://www.ico.org.uk) you can contact us at any time to correct any information.

You are entitled to request that all your details are removed however please note that if you instruct us to remove your details then we will not be able to inform you of member benefits.