

Barham & District Horticultural Society (BDHS) Data Protection Policy

Policy Statement

Barham & District Horticultural Society is committed to protecting the rights and privacy of its members in line with the Data Protection Act 2018.

Legal Requirements

The Data Protection Act 2018 controls how personal information is used by organisations, businesses or government. All organisations holding data must comply with its provisions. Its purpose is to protect the rights and privacy of individuals and ensure that personal data is not processed and used without their knowledge and consent. The Act requires us to register the fact that we hold personal data and to acknowledge the right of ‘subject access’ – members must have the right to copies of their own data.

What is Held

The Society holds records of member contact details (names, postal addresses, email addresses, and phone numbers) electronically. Any children who are family members will not be listed by name. Membership forms are kept either electronically or on paper. By completing the membership form, members agree that their data can be held by the Society.

The membership list is used to communicate with members on subjects related to the society, and other items of horticultural and local interest. The electronic membership list is updated annually following the collection of subscriptions with new members being added at the time they join. Data relating to lapsed members is removed.

Purpose of data held by Barham & District Horticultural Society

Data may be held by us for the following purposes:

1. Subscriptions, membership & contact details;
2. Correspondence and information;
3. Records of members show entries;
4. Records of those attending previous or future trips.

Who Holds or Accesses the Data

The Membership Secretary and one other committee member have full access to the data held. Committee members use paper based excerpts of data to collect membership subscriptions. These are destroyed after use. The Events Co-ordinator holds paper and electronic lists of members who will attend or have attended trips in a rolling three year period. The Show Secretary holds lists of member entries. The winners of challenge cups and awards are recorded in the annual programme. Programmes are retained as part of the historical records of the Society. A record of each year's show winners are recorded on the society's website. In addition, the Society's web master has access to all membership data files on an as required basis for IT purposes.

The Society will not release membership lists or details of individual members to any third party at any time or in any form without the express permission of members. All data files held are password-protected.

Data Protection Principles

In terms of the legislation, the Membership Secretary, the Committee and Chairman are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data is, or will be, processed. We must and will ensure that data is:

1. Fairly, lawfully and transparently processed

BDHS will state its intentions by placing this policy on its web site. This will include how it will process the data it holds and who from the Committee will have access to the data. We will also provide an indication of the duration the data will be kept.

2. Processed for limited purpose

We will not use data for a purpose other than those stated in the policy without the prior agreement of members.

3. Adequate, relevant and not excessive

BDHS will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data is held. If data given or obtained is excessive for such purpose, it will be deleted or destroyed. Members have the right to erasure of their data on request.

4. Accurate and up-to-date

Amendments to the information held will be made by the Membership Secretary within one month of receipt and any data no longer required will be deleted. We will aim for membership renewal to be completed by the end March each year. It is the responsibility of members to ensure that the data held by us is accurate and up-to-date. Members should notify us of any changes during the year, to enable details to be updated accordingly. It is the responsibility of BDHS to act upon notification of changes to data, amending them where relevant.

5. Not kept longer than necessary

Data will not be retained for longer than it is required. All personal data will be deleted or destroyed from the membership list after non-renewal of the annual subscription.

6. Processed in accordance with the individual's rights

All Members of the BDHS have the right to:

- Be informed, upon request, of all the information held about them within 30 days.
- Members may request removal of their data from our records by contacting the society via its website or by contacting the Membership Secretary. The request will be dealt with within 30 days.

7. Secure

Appropriate steps using passwords are taken to prevent unauthorised or unlawful processing of personal data/access to data files and against accidental loss or destruction of data.

8. Not transferred to countries outside the European Economic Area,

Data will not be transferred to countries either inside or outside the European Economic Area without the explicit consent of the individual.

9. Not shared with Third parties

The society will not share personal data with any third parties without express permission of members.

10. Data Breaches

We will inform members and relevant authorities of any breaches of data privacy in a timely manner

11 Review of Policy

This policy will be reviewed periodically and members will be informed of the new policy.

Reviewed December 2024