

# Flitwick Gardeners' Association

## General Data Protection Regulation Policy

### 1. Introduction

The Flitwick Gardeners' Association (FGA) will comply with the requirements of the General Data Protection Regulation 2018. This Policy sets out how that will be achieved and who is responsible for ensuring compliance.

This policy is applicable to all Members of the FGA.

### 2. Definitions

'MEMBERS' means all of the following classes of membership.

Members and Life Members

### 3. Type of data collected

The FGA will collect the following data for each Member:-

First Name

Surname

Postal Address

Telephone number (landline and/or mobile)

Email address

Reason for joining

### 4. Storage of data

The following data is held on a Computer and on backup disks:-

All types of data referred to in item 3 above with the exception of reason for joining.

### 5. Use of data

The FGA uses the stored data only to administer the organisation.

Only where permission is given, data is used as follows;

#### Names and Street address:

For those living in Flitwick to print distribution lists to facilitate the delivery of magazines and other relevant FGA information.

For those living outside Flitwick who require a magazine to be sent by post this information is used to send the magazine and other relevant FGA information

For all members this information is used to print a membership list for use only by volunteers in the Seed box to confirm membership and/or resolve questions. This list is kept safely behind the till and will not be shown to or shared with third parties.

#### Names and Email Address

For those living outside Flitwick or for Flitwick members who have chosen not to allow use of their street address this is used to deliver magazines and other relevant FGA information.

A mailing service is used to send out magazines by email. For any such service used, our account will be secured by a strong password and the FGA will ensure that the service also has a satisfactory privacy policy. All emails sent include information about how to unsubscribe.

Any email account used to communicate with members is secured by a strong password.

#### Telephone number

This is used to contact members with FGA related information. For example when an order is ready for collection. For those members who are also volunteer helpers it may also be used to request / arrange their help.

#### Reason for Joining

This is used only for information. In particular it may be used by the committee when deciding whether to approve membership of applicants who do not have an address in Flitwick. Note that this will also apply where the member has chosen not to provide a town of residence on the application form.

This information is not subsequently stored on our computer system.

## **6. Sharing data outside of FGA.**

The FGA does not share data with any person not a member of FGA without obtaining agreement in each individual case.

## **7. Sharing data within the FGA.**

Stored data is used to print a membership list for use only by volunteers in the Seed box to confirm membership and/or resolve questions. This list is kept safely behind the till and will not be shown to or shared with third parties.

A list of till helpers contact information is also provided to all till helpers and Seed box key holders in order to organise the rota for the Seed box.

If a member requests information to enable him/her to contact another member, we will seek approval before providing that information

## **8. Deletion of Data**

All data in respect of a Member will be deleted when a Member resigns or their membership is terminated under the rules of the FGA.

The FGA will use best endeavours to ensure data is removed from all e-mail lists, and all other records held by the FGA.

## **9. Members choice of use of Data**

On joining each Member will be asked to provide the data detailed in item 3.

The member has the right to withhold any item of data they do not want the FGA to hold.

Each member has the following rights;

- Access to your data. We can provide you with a copy of all of your data as a document or in machine readable format (e.g. spreadsheet).
- Rectification of your data. You may ask us to correct any item of data held about you
- Erasure of your data. You may ask us to remove any or all of the data we hold about you
- Restrict or Object to us processing your data. You may ask us to stop processing your data either temporarily or permanently

Requests to exercise these rights should be made in the first instance to the Data Controller - see Section 11.

## **10. Ensuring Data Accuracy**

It is the responsibility of the Member to ensure that they advise FGA promptly of any changes to the data held by the FGA. This can be done at the Seed Box or using contact details below.

## **11. Data Controller**

The Flitwick Gardeners' Association is the Data Controller and holds the responsibility for ensuring that this policy is complied with.

The Flitwick Gardeners' Association can be contacted by calling at The Seed Box, Steppingley Road, Flitwick, by email at: [enquiries@flitwickgardeners.co.uk](mailto:enquiries@flitwickgardeners.co.uk) or by phone on 01525 717289 (Leave a message if the Seed box is closed and we will get back to you)

## **12. Supervisory body**

Requests, enquiries or complaints should be made in the first instance to the Data Controller named above. However if you are not satisfied with the response you can contact the supervisory body. This is the Information Commissioner's Office, Water Lane, Wycliffe House, Wilmslow SK9 5AF Tel: 01625 545745 Web: [ico.org.uk](http://ico.org.uk)