



Barham & District Horticultural Society (BDHS) Data Protection Regulations

The Regulation, extending the Data Protection Act, will come into effect on 25 May 2018 and requires all organisations holding data to comply with its provisions. The Society is required to produce a Data Protection Policy (below) and to notify members of the data held and any use to which it is put.

The Membership Secretary and the Chairman hold lists of all contact details (Names, postal addresses, email addresses, and phone numbers) electronically. Committee members and other appointed members utilise these lists annually to collect membership subscriptions using paper-based lists which are destroyed immediately after use. The Membership list is also used to communicate with members on subjects related to the society. The electronic Membership List is kept up to date on an annual basis following the collection of subscriptions with new members being added at the time they join. In addition, the Events Co-ordinator holds paper and electronic lists of members who have attended trips in the past three years and the Show Secretaries hold lists of entries from the previous year and the name of the winner of Banksian medal for previous 4 years. 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 and all data files held are password-protected.

Barham & District Horticultural Society (BDHS) Protection Policy

Policy statement

BDHS is committed to a policy of protecting the rights and privacy of its members in accordance with The Data Protection Act 1998.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000 and are enhanced by the General Data Protection Regulation (GDPR) which is effective from 25 May 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed 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.

Purpose of data held by Barham & District Horticultural Society (BDHS)

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 trips as they may be interested in attending future trips.

What is held

The society holds the names, postal addresses, email addresses, and phone numbers of adult members. Any children who are family members will not be listed by name.

Who has access

The Chairman and Membership Secretary have full access to the data held by the Society including Membership Lists. They may appoint a named delegate to act for them if there is a need to do so such as illness or absence. In addition, the Society's web master has access to all Membership data files on an as required basis for IT purposes. Also, the Events Co-ordinator holds lists of members who have attended trips in the past three years and the Show Secretaries hold lists of entries from the previous year.

Data Protection Principles

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

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 state if, when and to whom, we intend to give the personal 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 by 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 are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed. Members have the right to erasure of their data on request.

4. Accurate and up-to-date

We will inform our members of the information we hold and record any relevant updating when they renew their annual membership. All 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 this to be completed by end March each year. It is the responsibility of members to ensure that the data held by us are accurate and up-to-date. Members should notify us of any changes in 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

We discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed by us 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.
- Appropriate compensation if they can show that they have been caused damage by any contravention of the legislation.
- Members may request removal of their data from our records by contacting the society via its website or by contacting the Chairman or 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 annually prior to renewal of Membership subscriptions so that members can be informed of any changes to it and take appropriate action.

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