

# Privacy Notice



## Who are we?

When we say “**we**” or “**the Association**”, we mean Witley Gardening Association.

When we say “**Committee**” we mean those individuals elected to serve on the committee and who manage the day-to-day running of the Association.

When we say “**Email Administrator**” we mean the individual (who is also a member) who manages the members’ email distribution list and emails.

When we say “**Member**” we mean a person who has paid their membership fee for the year to belong to the Association.

When we say “**Guest**” we mean a person who is not a Member but who is attending or participating in an Association event.

## What is this notice about?

We are providing this notice to explain what information we collect and hold about you, and how we use that information.

This notice doesn’t change the information we collect or how we use it, it simply sets it everything out in one place.

## What information do we collect?

We collect only basic information about Members and Guests which falls into two main categories:

1. **Personal & Membership:** For example; name, address, telephone number and email address for the purpose of administering membership and/or selling event tickets to Members and Guests;
2. **Shows & Participation:** For example; classes entered in our shows and prizes won, attendance at our talks (i.e. the sign-in book), visits and other events.

## How do we use the information we collect?

We use the information we collect to provide the benefits for which you pay your membership fees. In particular:

- We use your email or postal address to provide the members’ newsletters, and to keep you informed about events and other news that will be of interest to members.
- We may use information pertaining to Show entries and winners to inform future show schedules and classes.

## How do we look after your information?

The information we collect from you is stored electronically with appropriate encryption and password-protection. Where we hold paper records, these are kept safe within private homes.

All Committee members and the Email Administrator have undergone training so that they understand what information they hold or come into contact with and how to keep that information safe.

## Who do we share your information with?

The membership secretary holds the membership list which contains your contact and membership information. Occasionally, this information may be shared with other Committee members where this is needed for a specific purpose (for example with the Show Secretary for the purposes of managing entries and prizes at our shows).

The members’ email list is shared with the Email Administrator solely for the purpose of sending out members’ newsletters and notices.

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If you are clever enough to win a cup or trophy at one of our Shows, your name and prize may appear in press or social media articles reporting the Show, in the following year's Schedule and website lists of winners or engraved on the trophy.

We never sell or pass on your information to third parties for any commercial purpose.

## Transferring your information overseas

We do not transfer your information outside of the United Kingdom (or even, for the most part, Surrey!)

## How long do we keep your information?

We keep your information all the time you are a member. If you cease to be a member, your personal information will be deleted from the membership list.

Some information may be held for historical purposes, for example details of entrants in classes at shows or winners of cups and trophies.

## Your rights

You can, at any time, ask to see what information we hold about you, or ask us to amend any incorrect or incomplete details.

You have the right to request that we stop using your information for certain purposes, for example, you can request that we no longer send email newsletters or notices to you. If this is the case, please contact us and we will make every effort to accommodate your request as soon as we can.

You have the right to request that we delete some or all information we hold about you while you still remain a member. In some cases, however, historical information

may be difficult to erase; if your name has been engraved on a cup or trophy unfortunately it will most likely have to stay there!

## Want to know more?

If you have any questions you can contact:

- The membership secretary or any member of the Committee (contact details are shown inside the front cover of your Programme and Show Schedule)
- Send an email to [admin@witleygardening.org](mailto:admin@witleygardening.org)
- Use the "Contact Us" form on our website [www.witleygardening.org](http://www.witleygardening.org)

## Not happy?

We want you to be completely comfortable with the way we use your information so if you have any concerns or complaints please do not hesitate to bring these to our attention using the contact details above. If you feel your concern has not been dealt with appropriately please contact the Chairman directly.



**If you would like a large-print version of this notice please contact a Committee Member or telephone 01483 488460.**