Isle of Wight Garden Plant Group

PRIVACY POLICY - Adopted 28.6.23

**Our contact details**

Name: Susan Bulwer (Hon. Secretary)

Address: Lytton House 67 Fishbourne Lane Ryde Isle of Wight PO33 4EX

Phone Number: 07593 421216

E-mail: suebulwer@gmail.com

**The type of personal information we collect**

We currently collect and process the following information:

* Members’ names, addresses, telephone and/or mobile numbers, email addresses and dates of birth if under 18 years
* **How we get the personal information and why we have it**

**The** personal information we process is provided to us directly by you for the following reason:

To enable the Chairman and Committee Members to communicate with you.

We use the information that you have given us to send out quarterly newsletters and other mailings, to advise you of Group events and administrative matters or to provide you with information in line with the aims and objects of the Group.

We will not share your personal data with other groups and or individuals.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

 **Legitimate Interest**

You are able to remove your consent at any time. You can do this by contacting Susan Bulwer, (Hon Secretary)

Your personal data is collected from your application form on joining the Group or at any time during your membership should a review of data be undertaken to ensure the Group is complying with the requirements of GDPR.

The Group collects data from you so that you may receive newsletters and other information relating to Group activities. Our lawful basis for doing so is:

 **Consent**

We will not share your personal information with any other organisation.

You may withdraw your consent for the Group to hold your data by giving the Secretary one calendar month’s notice in writing either by post or email.

**How we store your personal information**

Your information is securely stored. Your personal data maybe shared with members of the Group Committee to enable them to fulfil their roles. All committee members are aware of their obligations to keep members’ data secure and the need to delete such data when no longer appropriate.

We keep your personal data for the duration of your Membership. Your data will be retained until all outstanding matters relating to your membership are concluded or one year whichever is the longer period.

We will then dispose your information by deleting information stored electronically and securely disposing of any other materials.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Lytton House, 67 Fishbourne House, Ryde, Isle of Wight PO33 4EX if you wish to make a request.

**Your rights under data protection.**

You have given your information to the Group under the lawful basis of Legitimate Interest in order that communications can be sent to you and so that during your membership you will receive details of Group activities and quarterly newsletters.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Lytton House, 67 Fishbourne Lane,Ryde, Isle of Wight PO33 4EX

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>