

LOWDHAM HORTICULTURAL SOCIETY

DATA PROTECTION and PRIVACY POLICY

There have been some changes to the data protection rules and we are required to inform you of what information we keep, how we keep it, what we do with it and how long we keep it.

MEMBERSHIP - Information kept about our MEMBERS

Name, address, telephone number and email address. Written details are kept in a folder for recording purposes by the Membership Secretary. If a member fails to renew their membership, the details are removed after a complete membership year.

This is also kept on a computer and is printed off for recording purposes by the Chairperson. If a member fails to renew their membership, the details are removed from the computer but kept on email circulation unless requested that they are removed.

SHOW SECRETARY - Information kept about our EXHIBITORS (Members and Non-members)

On the entry form, will be the name, address, email and telephone number. These forms are kept by the Show Secretary and are destroyed after two years. Telephone numbers of trophy winners will be kept in order to contact them for return of the trophy by the Trophy Secretary. We will keep the winner's name for years to come and of course it will be on the trophy.

TRIP INFORMATION - PASSENGERS on our trips (Members and Non-members)

When people book onto trips, we ask them to fill in the booking list which we keep until the trip and then it is destroyed. This is just name, email and telephone number for contact purposes.

All information is kept for contact purposes by the Society.

Addresses and telephone numbers are given to other members on a need-to-know basis and at the discretion of the Chairperson.

None of this information is given to other agencies.

Please let us know if you have any concerns about this information by using the Contact Us form on our website www.lowdhamhortsoc.org.uk