

# East Reading Horticultural Society Privacy Policy

**Website: [www.erhs.org.uk](http://www.erhs.org.uk)**

## **Personal Data and the East Reading Horticultural Society (ERHS)**

An individual's confidentiality is protected by the Data Protection Act and, from 25th May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR). Insofar as these Regulations apply to the Society [where personal information supplied by members to the ERHS is stored and used for the operation of the Society] such information will be kept on file and stored securely.

## **Members**

The Membership Form requests some Personal Data which will **only** be used for the purposes of the Society, **where the Society needs to contact the member**. This is mainly to ensure delivery of the monthly Newsletter, which is one of the services offered by the Society, but may also apply to other aspects of ERHS business, e.g., confirming booking details for events organised by the Society, or receipt of goods ordered by a Member.

**Any new Members** joining after the coming-into-force of the GDPR will be asked to complete a copy of the Membership Form which asks for their preferred means of communication, and signed by the Member to indicate their acceptance of this Policy. The information held on **existing members** will be that given on the Membership Application Form when they joined the Society, and which is stored in an electronic database held by the Membership Secretary. **Paper** copies of their Membership Application forms are destroyed after transfer to the database.

All information given by the Member to ERHS will be stored electronically until such time as the Member leaves ERHS, or requests changes to the stored data (see below).

## **Monthly Newsletter**

The Member's preferred means of contact will be used for delivery of the monthly Newsletter.

## **Personal Data**

**The minimal information stored is the name and address of the Member, which is coupled to the current Membership card number.** Members may also opt to provide additional information, such as e-mail address and / or telephone numbers. Such data will be stored electronically, and only used for the purposes of ERHS as noted above. **All personal data will be deleted after a Member leaves the Society or fails to renew their membership within the grace period for renewal, i.e. by the end of June in each membership year.** If a member renews after the end of the grace period, they must submit a new signed application form to the Membership Secretary to enable reinstatement of Newsletter deliveries.

Members are requested to inform the Membership Secretary of any changes to be made to the data held, such as change of address, change of e-mail, phone number etc. **Any requests for change(s)** must be submitted on a signed Membership form to the Membership Secretary. The Membership form can be obtained from the Trading Shed, or downloaded from the Society website. Completed forms may also be left with the Shed Steward during normal opening hours.

**Local Distributors** will receive a restricted copy of some of the contact information, insofar as it is required for the Distributor to deliver the monthly Newsletter, and to collect renewal subscriptions. The list of members held by each Distributor will be updated as and when necessary by the Membership Secretary. Distributors are expected to keep this information in a secure manner, and **to destroy any previous versions if / when a new list is issued.**

### **Access to ERHS data**

Stored data will be retained in a secure fashion by the Membership Secretary, but may be shared with such members of the Society with a legitimate need to have access to the information, such as Members of the Committee carrying out their duties to members.

**The ERHS will not share members' information with any other individual, company or organisation, without the explicit permission of individual members, unless required to do so by law.**

Members have the right to access a copy of the information the ERHS holds about them (a subject access request); this is obtainable, **subject to proof of identity**, from the Membership Secretary. Initial contact must be made by telephone or by the ERHS e-mail address (contact details as published on the Membership card or Newsletter.) Where a member has an e-mail address, a copy of the stored information will be sent by e-mail in response to the request. The e-mail address will not be retained in the database unless it has been given as a preferred method of communication by the member.

Members have a right to request removal of any or all information on them from the records of the Society. However, it must be noted that if a Member requests deletion of their name and address from the records, the Society will no longer be able to deliver a Newsletter to them, or provide any other service to them. Production of a current Membership Card at the Trading Shed will still allow the Member to purchase goods at Society rates, and permit collection of a copy of the Newsletter.

### **Communication**

Where e-mails are used for general communication with members (for example, delivery of the Newsletter), such e-mails will not show other recipients email addresses through the use of "blind copy" in the address book.

We will use a member's personal data for delivery of the monthly ERHS Newsletter – for electronic copy, the email address will be used; if the member has no email then a hard copy will be delivered by a local Distributor to the address held on file. For those without a local Distributor ("Shed members") copies will be available in the Trading Shed.

**Note:** Members can opt at any time to change the method by which they receive the Newsletter, either by e-mail or hard copy. If a Member changes their e-mail address and does not inform the Membership Secretary such that resultant e-mails "bounce", the Membership Secretary will change their preference to a hard copy of the Newsletter, and will attempt to ensure delivery by a local Distributor. Where there is no local Distributor who delivers in the area where the Member lives, a copy of the Newsletter will be available for collection from the Society Trading Shed. It will then be the responsibility of the Member to collect the Newsletter, or advise the Membership Secretary of any changes to stored data which are necessary to allow deliveries to be reinstated.