

Privacy Notice for Busby and Clarkston Horticultural Society

In this Privacy Notice, whenever you see the words “we”, “us”, “our” it refers to the Busby and Clarkston Horticultural Society. The privacy and security of your personal information is extremely important to us. The Busby and Clarkston Horticultural Society collects, processes and use your personal information strictly in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).

This privacy notice explains what personal information we collect about you and how it is used. It also explains your legal rights as a data subject and how to exercise them.

This Privacy Notice was last updated in January 2024

Who we are?

The Busby and Clarkston Horticultural Society

What personal information do we collect about you?

The personal information that we collect about you is used to help us manage and run the Busby and Clarkston Horticultural Society and so we can pursue the legitimate purposes of the Society. We will only collect the information about you that is strictly necessary.

Personal information that we do collect may include –

Full name

- Postal address
- Email address
- Telephone number(s)

When and how do we collect personal information about you?

We collect information about you when you register with us using our membership application form, online contact form, social media membership and Annual Show registration and recipients of winner’s cups.

How will we use the personal information we hold about you?

We need to collect members’ personal information so that we can manage your relationship with us and so we can pursue the legitimate purposes of the Society. We may use the personal information we hold about you to:

- Provide you with core membership services, including confirmation of membership.
- Organise club activities outside of the usual meeting premises.
- Provide you with news and updates about the activity of the Society, opportunities to join organised outings, the Annual Competition or other activities.
- Raise awareness of Society activities by capturing photographs attended by large groups within public areas; we will use these for promotional activities. This excludes photos or filming of those we reasonably believe are under the age of 16 without consent from a responsible adult.
- Respond to questions, complaints or concerns raised with Committee members of the Society.
- Identify you as the author of images which appear in our newsletter, on publicity material for the Society, in our Show Schedule, on our website and on social media.

Who we share your personal information with?

We do not share your information or sell your information to any other organisations.

When we contact Society members by way of a 'round robin' or Newsletter email, we will always use the BCC (blind carbon copy) feature in the email so that your personal information is not shared with other members.

How we store and protect your information

Your personal information may be held in both electronic and paper documents which are compiled and maintained by the Society's Membership Secretary. The Society's Newsletter compiler collects and maintains email addresses only for distribution of monthly Newsletter. Data is accessed and can only be used only by Office Bearers solely for the purposes set out above. These electronic documents or the computer equipment used to access them are password protected.

How long we keep your personal information.

We only keep your personal information for as long as necessary. Unless you ask us not to, we will review and delete your personal information when you have not renewed your membership with us the following year.

Right of access

You have the right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your personal information, please email info@bachs.co.uk.

You also have the right to request the data we hold for you is:

- Updated to correct personal data which you believe is inaccurate.
- Deleted if you no longer wish to be part of the Society.
- Change your communication preferences

Changes to our Privacy Notice

We may update this Privacy Notice to ensure that it remains up to date and incorporate any new legal requirements.

How to contact us

If you have any questions about our Privacy Notice or about the information that we hold about you please email info@bachs.co.uk.

You can find out more information on Data Protection on the Information Commissioner's website- <https://ico.org.uk/>