

THE WHITE HORSE GARDENING CLUB

GENERAL DATA PROTECTION REGULATION POLICY

For the efficient operation of the WHGC, it is necessary to collect and hold personal data of members.

The General Data Protection Regulations (GDPR) require that personal data obtained by any representative of the WHGC, is processed fairly and lawfully, is only obtained for lawful specified purposes, is not further processed in any manner incompatible with those specified purposes, is adequate, relevant and not excessive, is accurate and where necessary, up to date, is not kept for longer than is necessary and is processed in accordance with the rights of data subjects under the GPDR.

All personal data must be held securely and where held electronically on equipment such as a personal computer, laptop, tablet, memory stick or mobile phone, must be password protected.

For added security, where appropriate, email correspondence to multi-recipients uses the Blind Carbon Copy (bcc) option to prevent the broadcasting of email addresses.

1. Personal data

Names, addresses, telephone numbers and email addresses may be held by the Chairman, Treasurer, Secretary, Membership Secretary as a Register of Members, for receiving the annual membership fee, payment of organised visits and for routine (monthly) email updates. This data will only be held by authorised members as stated above,

2. Storage and deletion of personal data

The committee members responsible for holding the data will delete/destroy relevant data held if their role should change, if the data is no longer required for the purpose for which it was obtained or if required by the person to which the personal data is related.

3. Review of this Policy

The White Horse Garden Club will review this GDPR policy as an agenda item at the AGM.

Amended: September 2024.