

DRAFT version 2

South West Shropshire Gardening Club data protection policy

1) Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2) Responsibility

1. Overall and final responsibility for data protection lies with the committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All committee members and supporters are responsible for observing this policy, and related procedures, in all areas of their work for the group.

3) Overall policy statement

1. SWSGC needs to keep personal data about its committee, members and supporters, in order to serve the club's legitimate interests, i.e.
 - i. To inform members of upcoming events (such as meetings, workshops or trips)
 - ii. To arrange activities (such as maintaining the Pearl Garden or serving refreshments at monthly meetings).
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - i. purposes that are in our group's legitimate interests, or
 - ii. purposes for which the individual has given explicit consent.

5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again.
12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

4) Review

This policy will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....

South West Shropshire Gardening Club

Data protection procedures

1) Introduction

1. South West Shropshire Gardening Club has a data protection policy which is reviewed regularly. To help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored on paper it will be filed carefully in a locked metal case.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted promptly.
3. When computer files containing personal data are deleted, the recycling bin will be emptied immediately, to ensure they are permanently deleted. Paper records will be deleted by shredding.
4. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.
5. We will not put anyone's personal details on club publicity without their explicit consent.
6. We will draw the attention of members to the data protection policy at the Annual General Meeting.

3) Mailing list

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive notification of events and activities organised by SWSGC.
2. When people sign up to the list, we will explain how their details will be used and how they will be stored, and that they may ask to be removed

from the list at any time. We will ask them to give positive consent to receive notifications, and will only send them messages which serve the club's legitimate interests.

3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
4. We will provide information about how to be removed from the list with every mailing.
5. We will delete information if membership lapses for 12 months
6. We will use mailing list providers (currently Mailchimp) who store data within the EU and comply with the UK General Data Protection Regulations.

4) Monthly meetings

1. The committee organises monthly meetings featuring a visiting speaker.
2. Attendance by members will be recorded on a register, for the purpose of monitoring attendance numbers and subscription payments.
3. Information including speakers' contact details and areas of interest and expertise will be held by the Programme Secretary, to support programme planning and confirmation of booking arrangements.
4. Banking information required for paying speaker fees will be shared with the Treasurer
5. Photographs taken at club meetings (e.g. of speakers or Flower of the Month winners) may be posted on the website or Facebook pages. Permission will be sought before publication.

5) Workshops and trips

1. In addition to monthly meetings, we organise gardening-related workshops and trips for club members
2. A register of participants is compiled, recording individual contact details for the purpose of sharing any necessary reminders and updates about the event.
3. Once the trip/workshop is over and income and costs have been categorised and confirmed by the treasurer for audit purposes, personally identifiable data will be destroyed.
4. Photographs of workshops and trips might be shared on our website or Facebook pages. Participants will be asked for permission before publication.

6) Contacting volunteers/supporters

1. Members who volunteer to play a regular support role are referred to as supporters. They support the committee in serving the club's interests. They currently include:
 - i. running the Flower of the Month competition,
 - ii. organising the provision of refreshments and the rota of servers for meetings
2. Members may volunteer to give ad hoc support to the club in a number of ways, eg helping to maintain the Pearl Garden, or serving refreshments at meetings.
3. We will use the contact details we hold to communicate with volunteers and supporters about their roles. Contact details for refreshment servers will be shared with the refreshments coordinator.

7) Contacting committee members

1. The committee need to be in contact with one another, in order to run the club effectively and ensure its obligations are met.
2. Committee members' contact details will be shared among the committee.
3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than SWSGC business, without explicit consent.
4. Committee members' contact details will only be included on the website or promotional materials if they have given explicit consent
5. If someone leaves the committee, their details will be deleted from club information and mailing lists unless specific consent is given to keep them.
6. If committee members do not wish to share personal contact details publicly, they could set up official email addresses (e.g. swsgcmembershipsec@ymail.com)

8) Review

These procedures will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....