

Windsor Allotments and Home Gardens Association (WAHGA) Data Protection Policy – May 2018

Introduction

A new data protection law came into effect on 25th May 2018. The General Data Protection Regulation, or GDPR for short, makes it a legal requirement for organisations to let people know why and how they are using their personal data.

This law replaces the Data Protection Act, it is similar but has been updated.

WAHGA understands that the organisation is exempt from being registered with the Information Commissioner's Office but that we are still required to follow the law on protecting our members' personal data.

The information that WAHGA holds on its members, how it is used and why, and what we do with the information when you are no longer a member are described below.

Which personal details we have

When you join WAHGA you are asked to provide your name and address and you have the option to also give your telephone numbers and email address to make communication simpler. This is the only personal information held.

Where the information is stored

Your details are stored in a secure database managed by the Membership Secretary. The database is password protected and it is held on a dedicated membership laptop which is also password protected. Information is only shared with other members of the Management Committee and Site Supervisors as necessary. It is not shared with any other individuals or organisations.

How and why we use your information

WAHGA must have a current address to be able send out the annual invoice and inform you about the Annual General Meeting. This is part of our contract with you. In addition, we may need to contact individuals about issues to do with their allotments.

We send quarterly newsletters by post or email, updating you on developments. We also communicate with those who provide email addresses with news of new stock at the trading sheds and events that are happening throughout the year. This is to keep you informed and we believe it is in the interests of our members.

This means that the legal bases for processing your personal information as defined in the GDPR are that we have a contract with you and/or that there are mutual legitimate interests for doing so.

Security of mass emails

Mass emails are sent as blind copies from the dedicated membership secretary's email address using the password protected membership laptop.

What if my details change or I no longer want to receive emails?

It is the member's responsibility to let WAHGA know if any of their details change or if they no longer want to receive information by email. This can be done by writing to the Membership Secretary at membership@wahga.org.uk or by post to 23 Winkfield Road, Windsor, SL4 4BA or by

telephone 01753 861037. It is also possible to reply to any email sent with the message UNSUBSCRIBE and your email address will be removed from the database.

If you are not receiving information by email and would like to do so, please contact the Membership Secretary as described.

How long we keep the information

For allotment holders, if they give up their plot and are no longer members, all personal data apart from their names will be removed. This allows us to keep the history of who was on the plot but no longer hold people's details. Home Gardeners who do not renew by the end of June following the issuing of the invoices in September of the previous year will be removed from the database completely and will need to provide full details if they reapply.

Who is responsible

The Membership Secretary, currently Caroline Jones, is responsible for protecting the personal information of WAHGA members and making sure this policy is implemented by the Association.

CEJ May 2018