

# **Bohemia Walled Garden Association**

## **GDPR Privacy policy**

We are committed to respecting your privacy. This policy is to explain how we may use personal information we collect during your membership with us or as a supporter.

This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Bohemia Walled Garden Association ("BWGA")**.

### **Membership/Supporters:**

We keep members/supporters details (mandatory details are name & email address) and optionally address and phone number. Members/Supporters do need to keep this information up to date and notify us of any changes or can make the changes themselves via the link on group emails.

We use this information to keep members informed of all our activities. All group emails (e.g., monthly newsletters) are sent via blind copy ("bcc") so that email addresses are not revealed to other people.

As part of becoming a member or supporter, the individual receives an automated Mailchimp email asking them to confirm that they wish to opt in.

The Association does not share members' or supporters personal details to third party companies (the only exception is where we are required to do so by law or the protection of national security to assist with their investigations or initiatives).

The Association does sometimes share members contact details with other people for operational reasons (e.g., events, discussions, etc). Before this happens we will seek and record consent from the member concerned.

### **Correspondence:**

From time to time correspondence from / to members may need to be kept for record purposes. These will be stored in the same manner as membership information.

### **Record storage:**

We use a cloud based product called Mailchimp to store membership details. Electronic Files relating to the Association are stored on Google Drive.

### **Finance:**

For members who regularly make purchases on behalf of the Association, we do hold with their consent their bank details to enable prompt payment by BACS.

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### **General:**

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

### **Non Disclosure Agreement:**

The information we store (Electronic Files, Email, Membership Information) is only accessible to committee members and trustees who have signed a non disclosure agreement.

### **Changes to this notice:**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

### **Contacting us:**

In the event of any query in connection with the information we hold about you, please email [info@bohemiawga.org.uk](mailto:info@bohemiawga.org.uk)

### **Uses made of the information:**

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section above. Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

### **Data Protection Officer:**

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so. The Associations management committee will oversee GDPR.

### **Removal of Data:**

A member or supporter can unsubscribe themselves from receiving communications from the Association. Periodically the Association will permanently remove these details. Alternatively if a member or supporter informs the Association they no longer wish to be part of it, we will permanently remove their details.