



**I would like to become a Member of the
Clapham & Patching Horticultural Society**

**Subscription £10.00 for a family
£5.00 for an individual (adult)**

Name

Address

.....

.....Postcode.....

Telephone

Email

Please circle your preferred contact methods : e-mail post telephone

**CLAPHAM AND PATCHING HORTICULTURAL SOCIETY
PRIVACY AND DATA PROTECTION POLICY**

The introduction of GPDR earlier this year means that Clapham and Patching Horticultural Society (CPHS) needs to tell you what information we hold about you, why we need it and how we deal with it. Full details of the policy are overleaf.

Unless you tell us otherwise, by renewing your membership you are giving us consent to hold this information.

Please return the completed form and payment to:

Sue Isaacs (Membership Secretary)

Meadow Cottage,

France Lane

Patching

BN13 3UP

The Information we hold

The records which we hold about you may include:-

Personal details such as your name address telephone number(s) and e-mail address.

Details of which classes you have entered in the annual spring and summer shows

Details of any events we have organised or co-ordinated which you have pre-booked to attend

Why we need it

We need this information to keep accurate records of our membership from year to year

To communicate with you about CPHS matters such as General Meetings, talks, external events and other matters we think may be of interest to the membership

To keep an accurate record of who has entered which classes at the annual shows

What we do with it

The membership and show entry information is held on computer/memory stick by the current chairperson and membership secretary. Other members of the committee may have access to the information from time to time for particular purposes. Information about past office holders and past committee members may be held indefinitely but information about past members will be deleted after 3 years if their membership has not been renewed during that period.

The information is stored on computer/memory stick and is password protected. Any electronic copy made for backup purposes is similarly password protected. Any paper record is kept with the other CPHS records by the chairperson and membership secretary from time to time in a secure location.

When an office bearer ceases to hold office they will pass the information held on to the new office bearer and erase/delete or otherwise destroy any copies which they might continue to hold.

Sharing of information

We do not share information with any third parties including, for the avoidance of doubt, the RHS.

Accessing your information

You can access the information we hold about you by making a request to the membership secretary.

To ensure that the membership information we hold about you is up to date and correct please fill in your details and your contact preferences on the membership renewal form overleaf. Please check that it is correct. By renewing your membership you are agreeing that we can use your information as set out above and that you are happy for us to contact you.

Details about children

When children enter classes in the annual shows their name, address, a contact e-mail and age are input into the show class schedules. This information will be deleted once the post show statistics have been prepared and in any event within one month of each show and will not be retained. The paper records of children's entries will be destroyed at the same time.

Your Rights

To request to see the information we hold about you

To request that information we hold about you is erased

To change your preferences about what information we hold about you and who it is shared with

To correct any information we hold about you

To request that we keep your data but do not use it

To object to how we are using your data

To request that the information we hold is shared with a third party