

Data Privacy Policy

Berkshire Gardens Trust

Personal Data – Collection

- The Berkshire Gardens Trust (referred to in this document as BGT or we/us/our) collects membership data for each of our members that consists of: name, date of joining, postal address, telephone numbers (both home and mobile), and email address if provided. We also retain a record of membership subscriptions that are due and those that are paid, Gift Aid due, and whether the member pays by standing order, is a joint member and has signed the Gift Aid form.
- This information is used to further our objectives by allowing us to inform members of upcoming events and activities of interest as well as requesting and recording the annual renewal subscription.
- When members have given us permission to send information to them via email, this is our primary method of communication. Emails are sent through google mail using blind copies, so no member can see the email address of other members. When email consent is not provided, event information is sent by post to the home address.
- Members give us positive consent for collection of this information as part of the joining and renewal process.
- Where a member pays by standing order, the continuation of the standing order is considered to have created a legitimate interest for the BGT to retain the personal details of the member, regardless of whether they have actively given positive annual consent.
- We keep members' data current to the best of our ability, given that we rely on our members to tell us of any changes. However, we also retain data for members where they have indicated a particular area of interest or desire to volunteer for specific activities of the BGT. This information is not kept current, but may be used to contact a specific individual to ask for some assistance. Name and address information is infrequently used to invite all our members to apply to join the BGT Trustee Committee when a vacancy exists.
- All BGT Trustees hold contact details of all the other Trustees to aid communication between themselves when undertaking BGT activities.
- We do not request or retain any banking or credit card information.
- Members paying by standing order send their standing order request directly to their bank. The bank statement shows payer's account name, date and amount of standing order payments (but not the payer's account number). The statements are reviewed and held by the BGT Treasurer who retains bank statements for three years.
- Any complaints about Data Privacy should be sent to the Membership Secretary.

Activity Data

- For each activity that the BGT organises, an attendance/payment log is maintained that includes name of the attendee, whether they are a member and the amount paid. This is created by the Membership Secretary and is kept for three years on an Excel spreadsheet which is password protected.
- In addition, in some cases, members pay for activities by sending the Membership Secretary a paper form – these are retained for a maximum of six months following the activity.

Retention Period

- Membership data is kept up to date. Data on members who have left is retained for 24 months after the date of renewal to make it easier to re-commence their membership. However, ex-members may request that their details are deleted immediately. All discarded paper records with personal data are shredded.
- Members' Gift Aid Declaration forms are held during their currency by the BGT Treasurer to support Gift Aid claims; they are shredded thereafter.

Data Security

- Membership data is maintained by the Membership Secretary on an Excel spreadsheet that is password protected. It is backed up regularly, and has Norton Anti-Virus software activated. In addition, email addresses are stored on the email contact list to make the sending of emails easier. The Membership Secretary also retains a paper copy of the application forms in a secure storage box.
- The membership data is sent twice a year as an Excel attachment by email to the Treasurer so that he can reconcile the accounting records with the membership subscription data.
- No other Trustees or Committee members retain any membership data.
- Membership data is never accessed on portable devices and is only shared with non-Committee members on an anonymised and summarised basis.
- We do not share data with any other organisation.

Rights of BGT's Members

BGT complies with the General Data Protection Regulations, and all of our members have the rights outlined in the legislation. For BGT, these rights are as follows:

- The right to be informed – Our members are provided with a summary of our policy at application and at renewal. A copy of our Data Privacy Policy is available on our website.
- The right of access – Our members can email or write to the Membership Secretary to obtain a copy of their personal data. This will be provided within a month of the date of the request.
- The right to rectification – Our members can have their data corrected by emailing or writing to the Membership Secretary. This will be done within a month of the date of the request.
- The right to erasure – Our members have the right to have their data deleted. This will be done within a month of the date of the request, but if the member has paid their annual membership, this amount will be forfeited for the remainder of the year.

Data Controller

- The Data Controller and the Senior Information Rights Owner is the Membership Secretary.

Approved by the Berkshire Gardens Trust Committee on 23 April 2018