

## Privacy Notice

### Introduction

Milford Gardeners' Club ("MGC") exists to provide its members with a programme of interesting speakers and demonstrations, outings and holidays. It also runs an annual Plant Fair and occasional Open Gardens events. It is a not-for-profit organisation and any funds raised through the Plant Fair and Open Gardens events are donated to local charities, chosen by the membership.

MGC has a written constitution but is not a charity.

MGC is committed to protecting its members' privacy and will keep personal information secure and confidential.

MGC's Data Controller is the Membership Secretary, Clare Johnston, who can be contacted at [milfordgardeners@gmail.com](mailto:milfordgardeners@gmail.com) or 01590 645152.

Any questions you have in relation to this notice on how we use your personal information should be addressed to the Data Controller.

### What personal information do we hold and why

- Your name and contact details (address, telephone number(s), email address) which you provided when you completed a membership form
- Next of kin details if you are going on the club holiday

We will only use this information to administer your membership of the club, to send you the club newsletter and let you know about club events, outings and changes to the programme, or other club matters.

### Lawful basis for holding your information

The lawful basis for holding your information is **legitimate interest**. As a members' club it is essential that there is a record of members to ensure that we can let you know about club activities and ensure that only members enjoy the benefits of the club. Email is our main method of communication; telephone may be used for urgent messages (e.g. last-minute change to an outing; and post for renewal reminders and membership cards.

### Protecting your information

We will keep your data accurate, up-to-date and secure and will keep it for no longer than necessary.

Your contact details may be shared amongst the MGC committee, e.g. with the treasurer for accounting purposes or the outings organiser so she can keep you informed of arrangements.

We will not sell your data or share it with any other organisation.

### Accessing your information (Subject Access Requests)

You are entitled to ask for a copy of the personal information that we hold about you and to have any inaccuracies in your personal information corrected.

When you submit a request, you are entitled to:

- Know what personal information we are processing or have processed
- Why we have processed your personal data – the reason and purpose for the processing of your personal information
- Know if we have shared your personal information and if so, with whom and for what purpose.

Requests for your personal information must be submitted in writing to:

The Membership Secretary, Milford Gardeners' Club, Rosemead, Pless Road, Milford on Sea SO41 0NY

You also have the right to ask us not to process your personal information or to erase the information that we hold. However, if you do this we will no longer be able to provide you with all the benefits of club membership.

### The Information Commissioner's Office

Any concerns relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk)