



Personal Data and the Nelson Garden

Privacy Policy

An individual's confidentiality is protected by the Data protection Act and, from 25th May 2018, by the General Data protection Regulation (GDPR) (Regulation (EU) 2016/679) and the privacy and Electronic Communications Regulations 2016 (PECR).

Security

Personal information supplied by Friends of Nelson Garden will be kept on file with access restricted to those Nelson Garden officers who need to communicate with members. The data will be deleted once they are no longer relevant and/or the member resigns from the Friends of Nelson Garden. Lists of members' names will be kept for historical purposes.

Members

The membership form for the Friends of Nelson Garden requests some personal data. These data include title, name, address, postcode, telephone, e-mail address and membership type. This information is required to enable us to communicate information relating to the activity of the Nelson Garden.

Accessibility

- The Nelson Garden will allow members' information to be used only by the Nelson Garden. The Nelson garden will not share members' information with any third parties such as companies, societies or other charities.
- Members have the right to access a copy of the information the Nelson Garden holds about them (a subject access request), which is obtainable, subject to proof of identity, from the Secretary.
- Members have the right to object to the ICO (Information Commissioners Office) if they feel that the Nelson Garden is not handling their data in a satisfactory manner.

Communication

The Nelson Garden will ask all members to provide their formal consent to use their personal data to receive communications from us (either electronically or by hard copy through the post). We will use a member's personal data as follows

- ***Annual General Meeting (AGM) (or Extraordinary General Meeting (EGM), as necessary).***

Notification of the AGM will be sent to members electronically via the e-mail address they have provided. The only exception to this will be notification by post for those who have not provided an e-mail address.

- ***Newsletter***

The quarterly newsletter will be sent to members electronically via the e-mail address they have

provided. The only exception to this will be notification by post for those who have not provided an e-mail address.

- **Subscription**

Members will be informed when subscriptions are due by post .

- **Occasional Items of Interest to members**

Such items will be circulated electronically to members who wish to receive communication by e-mail.

- **Communication with other members**

When we have a request from another member for the contact details of another members, we will not pass you details to them without your specific permission. This will be done each time we have a request.

- **Attendance Records**

Your name will be recorded on the attendance/apology sheet for the AGM and included in the Minutes, which are kept as an historic record. The attendance sheet for working parties will also record your name and signature; these will be retained for seven years for insurance purposes.

Website

There aren't any cookies associated with the Nelson Garden web pages.

NB: Friends of Nelson Garden are referred to as 'members' throughout this document.

Approved by the Nelson Garden Committee 16th April 2018. To be reviewed as required and as a default in 2021, and every three years subsequent to this