

DATA PRIVACY NOTICE

The Blofield & District Gardening Club Privacy Notice

This Privacy Notice is provided by **The Blofield & District Gardening Club** to explain what to expect when we collect and process your personal information in accordance with the UK General Data Protection Regulations (GDPR).

Key principles of GDPR:

Our privacy policy embodies the following key principles; (a) Lawfulness, fairness and transparency, (b) Purpose limitation, (c) Data minimisation, (d) Accuracy, (e) Storage limitation, (f) Integrity and confidence, (g) Accountability.

Data Controller

The data controller is: **The Blofield & District Gardening Club**

Secretary: Susan Rowe, 15 Allens Close, Blofield Heath, Norwich, Norfolk NR13 4QR.

Email: blofieldgardeningclub@outlook.com

Home telephone number: 01603 715 804

Website: www.blofieldgardeningclub.org.

For more information, please go to: <https://blofieldgardeningclub.org.uk>

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1. Why we collect and use your personal data

We use personal data for the following purposes:

Name and contact details

- To keep an annual register of people joining The Blofield & District Gardening Club
- To forward news and information about events and activities organised by The Blofield & District Gardening Club and linked organisations, e.g. the RHS and NNHS, to people who have agreed to be contacted by email.

2. The categories of personal data we collect are:

- Name and contact details
- Occasional visual images (photographs) at special events, e.g. the summer show

3. The lawful basis for processing your personal data

- Consent – we will obtain your consent to email you information about Club and gardening related events.

4. Where we collected your data from: you

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared between the Treasurer, the Secretary and the Assistant Secretary of The Blofield & District Gardening Club for the agreed purposes.

6. How long do we keep data?

We keep data for one calendar year, in accordance with the guidance set out in the ICO guide "Keep or Bin".

7. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which The Blofield & District Gardening Club ("the Club") holds about you (a Subject Access Request or 'SAR');
- The right to request that the Club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Club to retain such data;
- The right to withdraw your consent to the processing at any time where the Club has obtained your consent;
- The right to request that the data controller provides you with your personal data in a structured, commonly used format;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

8. Concerns and/or complaints

To exercise all relevant rights, or for queries or complaints, in the first instance please contact the Secretary of The Blofield & District Gardening Club:

Home telephone number: 01603 715 804

Email: blofieldgardeningclub@outlook.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#)

[Data protection and personal information complaints tool | ICO](#)