

# Ardleigh & District Horticultural Society

## Data Privacy Notice

### Annual Show – Entry form data.

The following data is taken from the show entry form and entered into the Ardleigh & District Horticultural Society's show computer system. It is used solely for the purposes of making the administration of Society's Annual Show less time consuming and more accurate. This data is not shared with anyone outside of the Society (except the publicity relating to the cup winners).

Entrants Name	Will be printed on the show entry cards, cup winners reports and prize money envelopes. Prize winners will be listed in the following year's show schedule, in press reports and on the Society's website.
Entrants Address	will be printed on show system cup winner's reports, used if the cup/trophy has to be taken away for engraving or if the cup is not returned before the next show.
Entrants Phone Number	Will be used in case of any queries on the entry form. Will be printed on show system cup winner's reports, used if the cup/trophy has to be taken away for engraving or if the cup is not returned before the next show.

The data held in the Society's show system is reviewed on an annual basis. The details of any person that has not entered the Society's show for 2 years, is deleted. The details of any person that has entered in the previous 2 shows is retained to speed up the input of the next show's data (removing the need to reinput data relating to regular entrants).

The entry form (which includes the entrant's signature) is retained for one year to show compliance with the General Data Protection Regulations. As this data is essential information to enable the Society to run the show, failure to consent to the Society holding this information will result in the individual's entry(s) being excluded from the show.

### Membership List.

The following data is collected when member's join the Society each year. This data is not shared with anyone outside of the Society.

Members Name	Is used to identify members of the Society.
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This information is stored with the society's accounts in a locked box. Failure to consent to the Society holding this information will result in rejection of the member's application to join the Society.

### Membership application form

Completed by the member on applying to join the Society. The following information is contained in the form. This data is not shared with anyone outside of the Society.

Members Name	For the membership list
Members Phone Number	Can be used to contact members, should it be necessary to (e.g. if a meeting has to be cancelled).
Member's Email Address	Is used to contact members to remind members of forthcoming events – e.g. monthly meetings, plant sale, annual show. These emails are always sent with addressees as BCC

This information is kept to show compliance with the General Data Protection Regulations, it is kept in a locked box and shredded at the end of the membership year.

### Meeting Attendance List.

The following data is collected from members when they arrive at each monthly meeting. This data is not shared with anyone outside of the Society.

Members Name	
Tea/Coffee Preference	

This data is shredded after each meeting.

### **Group outing/special events List.**

The following data is collected from members who show an interest in attending any social events organized by the Society. This data is not shared with anyone outside of the Society.

Members Name	
Phone number and email address	Used to contact the member with further details of the event.

This data is shredded after the event.

### **Helpers for Society Events List.**

The following data is collected from members who are able to assist at Society events (e.g. annual show or plant sale). This data is not shared with anyone outside of the Society.

Members Name	
Phone number and email address	Used to contact the member with further details of the event.

This data is shredded after the event.

### **Group Seed Order.**

The following data is collected from members & some non-members who wish to participate in the Society's group seed order scheme (currently with Kings Seeds). This data is forwarded by the Society to the seed supplier.

Name	Used by the Society and the seed supplier to process the order
Address & Phone Number	Used by the Society (and if non-seed item by the supplier) to deliver the order.

Order data is shredded after all orders and monies have been received. The invoice from the seed supplier (containing people's names) is retained for accounting purposes and is not shared with anyone outside the Society.

### **Sponsors for the Society's Annual Show.**

The following data is collected from individuals and companies who provide funds as sponsorship of the Annual Show. This data is recorded in the Society accounts held on the Society's laptop. Details of companies who sponsor the show are included in press reports and posters displayed at the show and may be included in the show schedule. Names of individuals who sponsor the show are displayed at the show.

Company or Individual's Name	Used by the Society as above
Address	Used by the Society to thank the sponsor

### **Judges of the Society's Annual Show.**

The following data is collected relating to the judges of the Society's Annual Show. This data is retained for the purpose of contacting them prior to the show and checking if available for future shows. This data is stored on the Society laptop and used by the Show Secretary and/or his/her assistant to contact the judges. The Judges are asked to confirm that it is still acceptable for the society to hold the information, at each show.

Name	Used by the Society as above
Address & Phone Number	Used by the Society as above
Email Address	Used by the Society as above

The Society's laptop is secured through the necessity for a password to be input to access it.