

TATTON GARDEN SOCIETY PRIVACY POLICY

CHARITY No 500606

Tatton Garden Society (TGS) respects your privacy and we will only use your information in accordance with this policy. As a registered charity holding personal data we will follow our obligations under UK data protection laws. TGS is the data controller for the purpose of the General Data Protection Regulation (GDPR) 2018 and the Data Protection Act 2018. Our contact for privacy and data is our Administrator.

Lawful bases for processing your personal data

Your information is used for administering membership to the Society and the lawful basis for this is our membership contract with you. We have a legitimate interest to communicate with you about the work of the Society. With your consent we can keep you informed about our events and trips and use your personal data to reclaim gift aid from Her Majesty's Revenue & Customs (HMRC).

What information do we collect about you?

We collect the following personal data:

- Title
- Name
- Postal address
- Email address
- Telephone number
- Car registration number (if a Tatton Park car pass is purchased)
- Membership of the National Trust and/or Royal Horticultural Society

All the information is collected directly from you, this is usually in the form of the Society's membership renewal or application form.

If you apply for TGS events and trips you will be asked to provide your name, address, email address and telephone number for the trip organiser to run that particular trip.

Your car registration number is required by us if you purchase a car pass for Tatton Park, to help administer the agreement the TGS has with Cheshire East Council over access arrangements. We will only share this information with Tatton Park representatives in the event of a query.

We require information on membership of the National Trust and Royal Horticultural Society to be able to identify those members who may qualify for free or reduced entry on trips to partner gardens.

How do we use your personal information?

We use your personal information to contact you for the following purposes:

- Membership renewal (annual)
- AGM paperwork (annual)
- Regular updates on all the various TGS activities
- Occasional information on other organisations' activities in relation to TGS purposes
- Trip organisation for trip members only

We will contact you by email, post or telephone to communicate about TGS meetings including the AGM, membership matters and information on our work.

We require your explicit consent to collect your name and address to make a Gift Aid claim to HMRC.

We also ask for your consent to contact you by email, post or telephone to promote TGS organised events and trips.

At any time you have the right to unsubscribe from promotional material about events and activities. This can be done by advising us in an email sent to: admin@tattongardensociety.org.uk, or by unsubscribing from our email publications by clicking on the unsubscribe link located at the bottom of our electronic publications, or by phoning us on tel. 01565 831981.

You are entitled to a copy of the information we hold about you and to ask us to correct any inaccuracies. We will promptly correct any information found to be incorrect.

We will not share, rent or sell any personal information we hold on you to any third party or marketing organisation (with the exception of Tatton Park staff in the circumstances explained above) unless we have your permission or are required by law to do so.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place strong physical, electronic and managerial procedures to safeguard the information you have given us.

Whilst you are a member, your details are kept on a password protected membership database. If you supply your email address we will store it with our email marketing service provider, currently MailChimp, using secure access.

The TGS will not keep your personal data for longer than is necessary.

We will remove all your details from our membership database and from our email marketing account within 18 months of our last contact from you.

If you have applied to go on a trip, the trip organiser will delete any information you have supplied for the purposes of the trip once it is completed.

Completed hard copy membership forms and gift aid forms are archived securely for six years, as required by HMRC, after which they are destroyed.

If a breach of data security is suspected or occurs the TGS Administrator should be notified immediately on tel. 01565 831981 or admin@tattongardensociety.org.uk. If the breach has not been resolved by the TGS Administrator then the Information Commissioner's Office (ICO) should be contacted tel. 0303 123 1113. The ICO is the independent body set up to uphold information rights (<https://ico.org.uk/concerns>).