

FEERING & KELVEDON GARDEN CLUB
RHS Affiliated Society No: 10545127
<https://e-voice.org.uk/feeringkelvedongardenclub/>

DATA PROTECTION ACT 2018 POLICY

1. **Commencement date:** 25th May 2018
2. **Consent:** All members to agree to Club Officials holding their data (i.e.name, address, telephone number and e-mail) on computer.
3. **Reason:** To contact Members about Club matters and information regarding activities such as trips and outings.
4. **Duration:** At onset inform all Members that data will be held for as long as they continue Membership of the Feering & Kelvedon Garden Club. At such time if membership lapses or for any other reason all membership data will be removed.
5. **Request:** Members can request copies of their data and this must be provided within a month.
6. **Responsibility:** The Club will appoint joint officials – the Secretary and The Membership Secretary as the responsible officials.
7. **Wording to apply on Membership application forms and Membership Cards:** : “Your Membership details will be held on computer in order that the Feering & Kelvedon Garden Club may contact you about the Club or its activities but for no other purpose. Your information will be held in confidence and not passed to any other party without your permission, unless we are required to do so by law.”