

GDPR policy statement.

Kew Horticultural Society Privacy Policy

Introduction

This privacy policy gives you information on:

- Why we collect your personal information and the information we hold.
- How we use the information.
- How we keep your data secure.
- The circumstances under which we delete this information.

We are doing this to reflect the requirements of the General Data Protection Regulations (GDPR) which become effective on 25 May 2018 and affects organisations like The Kew Horticultural Society ('KHS').

KHS is committed to protecting any personal information that we collect concerning you. We recognise that it is your information.

1. Why we collect your Personal Information and the information we hold.

We collect the minimum amount of information that we need to run KHS effectively.

This information comes directly from the information you provide KHS in your Membership Application or a Renewal form, namely:

- Prefix and name
- Postal address
- Telephone numbers
- Email address
- The amount of your subscription and type of subscription

In addition we will update this information as appropriate when you renew your membership.

KHS will never provide your personal information to any third parties for marketing purposes.

In giving us the personal information in your Membership Application or Renewal form you are giving KHS your consent to store it and to use it in the ways set out in this document.

2. How do we use this information?

By joining KHS you give consent to us to communicate with you. For example:

- To notify you of meetings, lectures, outings and other events and activities.
- To send you information that you have specifically asked for, such as a membership application form or application forms for outings or other events organised by KHS or through KHS.

Your membership also allows you to access information about the KHS such as articles about KHS activities; the KHS newsletter; access to our website and also to contact us either directly or through the website with enquiries related to the KHS.

You also give your consent to KHS sharing information with those service providers whose work on behalf of KHS is essential for the delivery of our services to you. These include database services, website hosting or email delivery services or, if required to do so, by the police, a regulatory or government authority.

3. How we protect your data and keep it secure.

KHS is committed to protecting and safeguarding the personal information you entrust to us.

- We will keep your information only for as long as is necessary and for the purposes set out in this privacy policy or to fulfil our legal obligations.
- We will not and do not want to keep more information than we need or for longer than we need.
- We do not pass your data on to anyone else unless you give us permission.
- KHS will never provide your personal information to any third parties for marketing purposes.
- We use blind copy in emails when we communicate with you to ensure your data is not shared.

4. The Circumstances under which we delete your data

We will delete your personal information from our electronic files and databases when:

- You notify us that you want to end your membership of KHS.

- You notify us that you want some or all of your data deleted.
- 6 months after the expiry of your membership, should we not receive any instructions from you to the contrary.

Any updates or changes to this policy will be posted on KHS Website and if you want to contact us to delete or alter your data please contact Ann Scurfield on kewhorticulturalsociety@gmail.com

The Committee of the Kew Horticultural Society

Dated 20 April 2018