

# Wakefield & North of England Tulip Society (WNETS)

## Data Protection Policy

This policy is designed to bring the Society into line with the General Data Protection Regulation which comes into force on 25<sup>th</sup> May 2018.

### Data held by the Society

Membership of WNETS is conditional on the Society holding the member's contact details. These comprise:

- Name,
- Postal address,
- Telephone number (optional),
- Email address (optional).

These data are held by the Secretary and Treasurer and are available to the Chairman and other Committee members. The Secretary is responsible for making sure that records are kept up-to-date. No other personal data is held on the WNETS database.

### Reasons for holding this data

The data is held so that the Committee can inform members of forthcoming Shows and other meetings, availability of bulbs and any other matters relating to the Society's activities.

### Data Sharing

The data is not shared with any other party or organisation, with the exception that a list of UK members' names and postal addresses is sent to our printers for the sole purpose of mailing the annual newsletter, and is not retained by them. Measures will be taken (e.g. use of BCC on emails) to ensure that the data is not shared across the Society.

Member's contact details will not be shared with other members without their consent.

### Termination of membership

A member can terminate his or her membership at any time on request.

In the case of a member lacking capacity, membership can be terminated by request of the member's next of kin or guardian.

If the annual subscription is not renewed, and a member fails to respond to two annual renewal reminders, the Society will terminate membership.

### Retention of data

Members' contact details are retained during the course of their membership.

Following termination of membership, details may be retained on the WNETS database in case of renewal, but on request by the ex-member, personal data will be permanently deleted.

### Subject data access

If you are a member of WNETS:

- You are entitled to request details of any personal information held about you on the WNETS database. This will be provided as soon as expedient, in any case within one month.
- WNETS undertake to correct any errors in your personal data, and to update your records in a timely manner if your contact details change.
- If we have your email address, we will normally use this to contact you. If you are unable to use email, you can request printed communications by post instead.
- WNETS may publish photographs of Society events or activities in the annual newsletter, or on the WNETS website. You will not be identified by name as appearing in such photographs without your consent.
- Notwithstanding the above, if a photograph of you appears on the WNETS website, you may request its removal. In this case WNETS will remove the photograph from the site as soon as expedient.

If you are no longer a member of WNETS:

- As stated above, you may request to have any personal information about you permanently deleted from the Society's database.