

# Weybridge Allotment Holders' and Gardeners' Association

Registered Charity Number 1189633

## DATA PROTECTION INFORMATION

### Data Protection

Weybridge Allotment Holders' and Gardeners' Association is subject to the provisions of the Data Protection Act. These regulations were extended on 25 May 2018.

By signing the application form you are consenting to the use of your personal data information unless you advise us otherwise.

### Information Storage, Security, and Access

Any initial application form (that is, before registering on MemberMojo to become a member) will be held either as a paper record or as an electronic copy of that form.

Members' names, addresses, phone numbers and email details are collected and stored using a database (Membermojo) which is password protected. Only WAHGA Trustees and Committee members and specified delegated team members have access to this data - normally only the Chair, Secretary, Membership Secretary & Treasurer. All Committee members having access to the database are required to:-

- a) Ensure an adequate anti-virus system is installed on their computer
- b) Ensure that access to the computer is controlled by password (i.e: user accounts are setup)

### Committee's use of personal data

- To communicate directly with members about WAHGA activities/updates.
- To collect member payments.
- To maintain an accurate list of members.
- Photographs and videos taken at the allotments may be published on the WAHGA website and Facebook.

### Members' rights

- Can see the information held on Membermojo or can ask to see the information held on them.
- Can amend their own information on Membermojo or can request amendment to information held.
- For anyone giving up their membership, their personal information will be deleted automatically after one year: unless in case of disputes about money owing, when records will be retained for three years.

### Breaches of Privacy

For any perceived breach of privacy the member should inform the Secretary who will bring it to the attention of the Committee. Following review by the Committee the member will be advised of any action deemed necessary.