



Petersfield Gardeners' Club Privacy Policy

This Privacy Policy tells you what personal information Petersfield Gardeners' Club collects and holds on its files and what this information is used for.

What information is held

Personal information means members' names, addresses, emails and phone numbers and possibly restricted details such as next of kin contacts, which may be required when going on club holidays etc.

This information will be used to:

- Communicate with members
- Maintain an up to date membership list
- Keep financial records, e.g. provide records on membership payments or payments for holidays, visits etc.
- Make it easier for you to make future bookings
- Deal with enquiries and incidents

Security of Data

- The personal data we hold will not be shared with other members except members of the Committee.
- Personal data will not be used to send out mass/commercial mailings unless you have asked to receive them
- Data will be held securely at all times and disposed of carefully (e.g. deleted/shredded).
- Data relating to bookings/finance will be retained for the statutory period from the financial year to which it relates. No personal financial details are held on file.
- Committee members will have access to membership list details.

Data related to Health and Safety and Safeguarding issues will be maintained and may be shared with relevant outside bodies should there be good reason to do so.

Visitors to our websites

When someone visits our website we may collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site so that we can provide information according to customers' requirements. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.