



OXFORDSHIRE GARDENS TRUST

PRIVACY POLICY

Oxfordshire Gardens Trust (OGT) holds personal data of each member that is used solely for OGT business. Under the General Data Protection Regulation (GDPR) 2018, we are obliged to explain our privacy policy and how this may affect you and your rights. OGT is committed to the transparent use of any information you give to us and to protecting your privacy. We will review and update this policy to comply with any new GDPR regulations.

Who we are

Oxfordshire Gardens Trust is a registered charity (charity number 1094648) and a company limited by guarantee (company registration number 4499797). The registered address is 30 West Street, Chipping Norton, Oxfordshire OX7 5ER.

The personal data we collect from you is used only for the following purposes:

- To give notice of our Annual General Meeting
- To distribute newsletters
- To send information about our events
- To send event reminders by email
- To manage event bookings
- To manage subscriptions
- To maintain membership records.

The personal data we collect

If you choose to become a member, the personal data (information which identifies you) that we collect from you is:

- your name
- postal address
- email address (if offered)
- telephone number (if offered)

You may have preferred methods for us to contact you so we ask you complete a data consent form.

In addition, if you opt to pay by Standing Order, we will collect certain bank account details which are used solely to collect subscriptions. This information is held securely by us and is only shared between your bank and ours.

Our commitment to you

Your personal data, supplied by you, is only available to those OGT officers who deal with membership records, distributions and event organisations. The information will never be shared, sold or communicated to third parties. We do not automatically process any personal data.

How to amend or delete your personal data

Your data will be held for as long as you are a member but if you so wish, you may request at any time that any of your personal data be updated or deleted. This will be implemented as soon as possible. To amend your communication details or preferences, or to request deletion of data, please contact the Membership Secretary by email (membership@ogt.org.uk), or by post to the registered address: 30 West Street, Chipping Norton, Oxfordshire OX7 5ER.

For how long does OGT hold your personal data?

We hold your personal data in an electronic recording system accessed only by officers of OGT. Your data is held for only as long as necessary for the purposes for which it was collected. Once membership ceases, we maintain our records for sufficient time to allow for membership reminders and mailings. Records are securely kept and destroyed using suitable technical and security measures against loss and misuse.

Subject access requests and the right to be forgotten

Under the GDPR, you may at any time request a copy of the information that we hold on you. You can also request complete erasure of your personal data.

If you wish to make a complaint

In the first instance please contact OGT by email or post. We would wish the issue to be resolved as soon as possible and will make every effort to do so. In the event that you still have concerns, you can contact the Information Commissioner's Office by telephone on 0303 123 1113, by email at <https://ico.org.uk>, or by post to Wycliffe House, Water lane, Wilmslow, Cheshire SK9 5AF.

Changes to this policy

We may modify this Privacy Policy. If we make changes, updates will be available on our website <http://www.ogt.org.uk>. This policy was last updated 10th May 2018.