

Data protection policy – 2024/5

Corbridge Gardening Society

Corbridgegardeningssociety@gmail.com

Acting Chair: Nick Steenberg , tel no 01434 608006

Data held and managed by:

Nick Steenberg – membership forms + Database

Gmail account

Personal data is held for membership purposes, to have a record of all members and their primary contact details. This data is used for notifying members of society events, social occasions and updates.

Data is held for all members and committee members.

Personal data held is members name and contact details (both on paper and Gmail).

We do not share personal data with third parties.

We keep personal data for the duration of membership, making updates when a new annual membership application is received. If a membership ceases, either by expiry or cancellation by member, we remove records within 6 months.

We protect information by keeping membership application forms in the possession of one person (currently Nick Steenberg - Administrator), and the Gmail account containing names, email addresses and phone numbers is password protected, with only committee members having access to this.

Note: Nick Steenberg is both Acting Chair and Administrator of this society