

Surrey Organic Gardening Group Data Collection and Privacy Statement

Surrey Organic Gardening Group is a community group with subscribing members paying an annual fee. A committee of elected officers and members are jointly responsible for administering the group's activities in line with a written constitution.

What data we collect

When you join the group and whenever you renew your membership we ask that you provide contact details, which could include:

- a postal address for written correspondence
- a telephone and or mobile number where you can be reached
- an email address

How we use it

We will use your postal address to:

- send you a group newsletter
- send you a renewal form which may also contain a booking form for the annual outing

We may use your phone number to:

- contact you about events or outings which you are involved in when we cannot reach you in a timely way by other means

We will use your email address (if provided) to:

- send a copy of the group newsletter
- send other updates about group meetings and events

Newsletters

By default we will send the first newsletter of the year by post along with the renewal form, and at other times send the newsletter electronically. You may opt to receive all newsletters by post instead.

Emails

In addition to Newsletters we send occasional email circulars. You can opt out from all emails either by contacting us, or using the unsubscribe link.

Your rights

Your information will be kept in a register under the care of the committee while you are a member. You have the right at any time to ask the committee to provide a written copy of your details, to make changes, or partially remove details from our records.

After your subscription has lapsed by default we will keep your contact details for up to three years in case you rejoin, but you have the right for your details to be removed immediately upon request when you leave.

Third parties

The group will utilize third party services for storage and backup of data, and for sending emails, where we can be assured that data remains under our control and is processed in a secure and private fashion.

However, we will not share your contact details with anyone else without your explicit instruction.