

## **Nottinghamshire Gardens Trust Membership Privacy Notice**

This Privacy Policy sets out the basis by which Nottinghamshire Gardens Trust processes your personal data.

### **Data Controller**

Nottinghamshire Gardens Trust (NGT) is the 'Data Controller' for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. We are currently in the process of registering with the Charity Commission and will update this policy with our registered charity number and company number when these are available. For further information please contact the Secretary using the contact details provided below.

### **Storage and processing of your membership information**

NGT will store your membership information securely on the Trust's membership database and may use your information in the following ways:

- To process your membership payment each year (if relevant)
- To process your Gift Aid payment every year (if relevant)
- To send you news and information of events and activities organised by NGT; occasionally to send you news from the Gardens Trust and other county gardens trusts
- To send you governance information including meeting dates, minutes and agendas
- To update your information

### **Third parties and your information**

NGT uses/will use third party providers to deliver parts of the services it provides to you. NGT will never sell your information to third parties. The following third parties are currently used:

- Gmail and other Google services to store your contact information and membership data

### **Changes to your information**

NGT will retain your information for the above purposes until you decide otherwise or cease to be a member. If you would like to access the information the Trust holds about you, or if you would like to change any information that we hold, please contact the Secretary by email at [tamsinmcmillan@gmail.com](mailto:tamsinmcmillan@gmail.com) or by post to 3 Church Lane, Langar, Nottinghamshire, NG13 9HG.

**This Privacy Policy may change, in which case we shall notify you.**

24/05/18