**PLANT HERITAGE GUERNSEY**

**OUR PRIVACY POLICY**

WHY DO WE HAVE A PRIVACY POLICY?

As from 25 May 2018, The Data Protection (Bailiwick of Guernsey) Law 2017 and the General Data Protection Regulations (“GDPR”) came into force. These give individuals more rights over how their personal details are held and used by organisations such as Plant Heritage Guernsey. Organisations have to inform individuals of those rights, of what personal information is being held and how it is held, and why and how it is used.

WHY DO WE NEED MEMBERS’ PERSONAL DETAILS?

There is effectively an agreement or contract between members and PHG under which subscriptions are paid and PHG, in return, provides members with services such as information on future events, free or reduced rate access to events, organisation of visits, etc. In order to provide these services and to administer the collection of subscriptions, PHG collects certain personal data concerning its members.

WHAT INFORMATION DO WE HOLD AND HOW DO WE LOOK AFTER IT?

PHG holds securely the following personal data on its members, none of which is “special category data” as defined in the Law:

* Name and address
* Telephone number(s)
* E-mail address

Other personal data available as part of the membership application process and the activities of PHG is not retained. For example, bank details of members given when setting up standing orders for subscriptions are not retained once the standing order has been put into operation by the bank.

Personal data is not retained beyond its usefulness in providing the services referred to above, e.g. when an individual’s membership has lapsed.

No automated decisions are made based on members’ personal data.

Members’ personal data may be shared with other members of PHG but are not disclosed to third parties.

WHAT ARE YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA HELD BY PHG?

You have rights under the Law and Regulations in respect of your personal data, including:

* the right to be informed of what data is held and to access to it
* the right to have any inaccurate data corrected
* the right to withdraw any consent you have given regarding the data
* the right to have the data erased
* the right to restrict processing of the data
* the right to object or lodge complaints with the Office of the Data Protection Commissioner (Guernsey Information Centre, North Esplanade, St Peter Port, Guernsey, GY1 2LQ, tel 01481 742074, email enquiries @dataci.org.)

If you wish to exercise any of these rights or have queries concerning your personal data, details of the appropriate contacts in PHG are available on our website [www.plantheritageguernsey.org.uk](http://www.plantheritageguernsey.org.uk). The Data Processor is the Membership Secretary. Data is also processed by the Data Controller, who is the Hon. Treasurer and who has overall responsibility for the processing of personal data.