

FRIENDS OF THE BOTANICAL GARDENS, SHEFFIELD (FOBS)

Privacy Policy

We are committed to protecting the privacy of our members' data, and to using it only in ways that you would reasonably expect. This Privacy Policy explains how FOBS will collect, use and store your personal data.

Who we are

The Friends of the Botanical Gardens, Sheffield is an unincorporated association that exists to advance the horticultural education of the public and to provide an opportunity to enjoy all aspects of gardening at the Sheffield Botanical Gardens. It is run by an Executive Committee elected by members each year, and supported by membership subscriptions, fund-raising and donations. When you provide your data to FOBS, the data controller for the purpose of the Data Protection Act 1998 and General Data Protection Regulation will be the Chair of the Friends, on behalf of the Executive Committee.

Our address is Clarkehouse Road, Sheffield S10 2LN and our website is at <http://www.fobssheffield.co.uk>.

Why we collect information

We collect personal data to allow us to provide you with the information and services you have requested from us as a benefit of membership; to enable us to manage membership; to support particular activities for certain groups of members and volunteers.

How we collect information

We only collect information about you when you give it to us directly.

You may give us your personal data when you apply to become a member of FOBS or renew your membership; when you take part in any of our activities (including attending events or signing up for trips and tours); when you volunteer with us.

Please note that our website <http://www.fobssheffield.co.uk> does not use cookies or collect any data about visitors to the site. It does however contain links to other websites and we are not responsible for the privacy practices or content of those external sites.

What personal data we hold

We will typically hold the following information about you as a FOBS member:

- full name,
- postal address,
- phone number,
- email address,
- the date you joined and your membership number,
- the method and amount of your subscription payment (but not your bank details);

- the meetings and volunteer sessions that you attend (as recorded on an attendance list);
- records of your correspondence with us.

For volunteers in the Gardens (whether FOBS members or not), and for those engaged in other activities if necessary, we may request information in case of accidents, for example:

- contact details of an appropriate person,
- sensitive medical information (e.g. relevant medical conditions, blood group).

We will use your data:

- to provide you with the benefits of membership (e.g. newsletters, flyers and ebulletins with Garden- and FOBS-related events and news),
- to process membership matters (e.g. supply of membership cards, reminders about subscription renewal dates) or to seek your views on membership,
- to safeguard members and volunteers in an emergency situation,
- for archiving, scientific and historical research and statistical purposes, as necessary;
- in other ways when consent has been explicitly sought.

How we keep your data safe

We are committed to ensuring that we protect your personal details from misuse and unauthorised access. Our electronic membership database is double-password protected and available only to those in FOBS who need the information. Our paper records are stored securely.

We do not sell or share your personal details with third parties for them to use for marketing purposes.

We may need to disclose your personal information upon request to regulatory and government bodies, and suppliers we engage to process data on our behalf.

The legal basis that we rely on for processing your data is:

- it is necessary in connection with the performance of our membership contract with you,
- you have provided your consent to us using your data in a certain way,
- it is within our legitimate interests, and / or
- it is necessary for compliance with a legal obligation.

In addition, any sensitive medical data that we may hold on you is processed on the condition that it is necessary to protect your vital interests in case of accidents or emergencies.

Your rights

You have the right to:

- access the personal data we hold on you,
- have inaccurate personal data corrected, or completed if it is incomplete,
- have your personal data erased from our records, or object to or restrict how we use it (subject to certain conditions).

Please use the contact details below if you wish to exercise any of these rights, or have any queries or concerns about the way we are collecting, storing or using your data.

Data retention

We keep data for as long as there is a need to keep it in connection with the purposes for which it was collected.

We may keep your personal data for a longer period, for statistical or research purposes (e.g. to help us analyse the popularity of certain activities with our members) or if required to do so by regulatory or legal obligations or claims.

Contact

Questions, comments and requests regarding this Privacy Policy should be addressed to the [FOBS membership secretary](#).

Changes to this Privacy Policy

The latest version of this Policy is available on our website <http://www.fobssheffield.co.uk>. Paper copies are available on request from the membership secretary. It was last updated in May 2018.