

### Privacy Policy

#### Introduction

The SGF is committed to protecting the privacy and security of your personal data. This policy statement explains how the SGF looks after your personal information, and what we do with it. When you provide your contact details (personal identifiable information) to the SGF, it will be treated as laid out in this policy. The policy reflects current UK Data Protection legislation and the additional regulations (General Data Protection Regulation -GDPR) which will come into force on the 25th May 2018.

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

#### What information do we collect?

We collect information from you:

- when you join the SGF
- when you enter the Pallet and Planter Challenge
- when you agree to be listed in either the Judges' or the Speakers' Registers

This information will usually consist of name, email, address, telephone numbers, and for the registers, areas of horticultural interest.

#### What do we use your information for?

Any information we collect from you may be used in one of the following ways:

- To send membership renewal notifications
- To share newsletters and other information related to the activities of the SGF
- To administer the Pallet and Planter Challenge
- To retain information on entries in the Judges' and Speakers' Registers
- To notify members of the SGF AGM

#### How do we protect your information?

Contact details are kept securely on the Membership Secretary's database. Limited access is required by other members of the Council, for example, in their capacity as regional co-ordinators.

#### How long do we store information?

We will only use and store information for so long as it is required for the purposes for which it was collected. The duration of retaining information will depend on the information in question. We will review what information we hold at regular intervals and delete what is no longer required.

#### Do we use cookies?

We do not use cookies

#### Do we disclose any information to outside parties?

We do not disclose any personal identifiable information to outside parties. We will never sell your data.

#### Your consent

By seeking membership of the SGF, you consent to this privacy policy.

#### Contacting us

If there are any questions relating to this policy, you can email the SGF [membership@scottishgardenersforum.org.uk](mailto:membership@scottishgardenersforum.org.uk)