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**Leigh & District Cottage Garden Society**

**Membership Application and Data Privacy Notice**

**Your personal data – what is it?**

Personal data relates to an individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into possession. The processing of personal data is governed by the General Data Protection Regulation 2016 and also by the Privacy and Electronic Communications Regulations (PECR).

**Who are we?**

Leigh and District Cottage Garden Society is the data controller (contact details below). This means that it decides how your personal data is processed, and for what purposes.

**How do we process your personal data?**

Leigh and District Cottage Garden Society complies with its legal obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your data for the following purposes :-

* Sending notifications of upcoming meetings and events
* Communicating with you regarding the details of meetings and events
* Sending occasional newsletters detailing the activities of L&DCGS
* Sending details from other groups that we feel may be of interest to you
* Maintaining records of subscription payments

**What is the legal basis for processing your personal data?**

Your explicit consent id required for L&DCGS to hold and use your personal data, for the purpose of keeping you informed about the news, events and activities of the Society.

Please see over >>>

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**2019 Subscription**

Minimum subscription: Adults £8.00, Children (under 17) 50p, Patrons each £15 minimum

Name: …………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………………………………………..………… ………………………………………………………………………………………………………………………………………………………………………

Telephone (landline): ………………………………………………………………… (Mobile): …………………………………………………..

Email: ……………………………………………………………………………………………………………………………………………………………

I enclose my 2018 subscription to the Leigh & District Cottage Garden Society of:

£ ..............................

Please send a cheque made out to LDCGS to Membership Secretary:

Adrian Riches, Leigh House, Tapner’s Road, Leigh, Reigate Surrey RH2 8NN

E-mail: leighcottagegardensociety@gmail.com

By ticking this box, I confirm that I have read the attached information regarding GDPR.

**Sharing your personal data**

Your data will be treated as strictly confidential and will not be shared with anyone who is not a Committee member of the Society.

**How long do we keep your personal data?**

We keep your data for as long as you show an interest in attending L&DCGS meetings or events, or for as long as you wish to receive newsletters or notification of meetings or events.

**Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data :-

* The right to request a copy of your personal data which the Society holds about you;
* The right to request that the Society corrects any personal data if it is found to be incorrect or out of date;
* The right to request that your personal data is erased where it is no longer necessary of the Society to retail such data;
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
* The right to lodge a complaint with the Information Commissioner’s Office.

**Contact details**

To exercise all relevant rights, queries or complaints, please in the first instance contact: [leighcottagegardensociety@gmail.com](mailto:leighcottagegardensociety@gmail.com) or post to Membership Secretary, L&DCGS, Adrian Riches, Leigh House, Tapner’s Road, Leigh, Reigate Surrey RH2 8NN If you are not satisfied with our response, you can contact the Information Commissioner’s office on 03003 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Consent**

* By signing this form, you are confirming that you have read this Data Protection Notice and that you are consenting to Leigh & District Cottage Garden Society holding and processing your personal data.
* If you do grant consent, please note that you can withdraw this consent in the future by contacting [leighcottagegardensociety@gmail.com](mailto:leighcottagegardensociety@gmail.com)
* If you do not grant consent, the Society will not be able to use your personal data to inform you about the Society’s meetings and events.
* Please note that all processing of your personal data will cease once you have withdrawn consent.