**Basildon Horticultural Society**

**Data Register**

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| **Collection and Use** | **Types of Data** | **Lawful/Legal Basis for Data** | **Data Sharing** | **Data Storage** | **Data Retention** | **Data Destruction** |
| Administering Memberships | * Name * Email * Tel number * Address | Consent via membership | None | Held by Chair, Secretary and Membership Secretary in paper and/or digital format.  Password protected. | One year.  Only current members information is kept. | Digital documents are deleted and paper copies destroyed after the required length of time |
| Member involvement/attendance of events | * Name * Email * Tel number * Address * Images | Consent via membership | None | Held in paper and/or digital format by Chair and Secretary  Password protected. | 5 Years | Digital documents are deleted and paper copies destroyed after the required length of time |
| Providing discounts to members | * No data held |  |  |  |  |  |
| Enabling volunteering opportunities | * Name * Email * Tel number * Address | Consent | None | Held in paper and/or digital format by committee member arranging the opportunity.  Password protected | 5 Years | Digital documents are deleted and paper copies destroyed after the required length of time |
| Presenting at talks and events | * Name * Email * Tel number * Address * Images | Consent | None | Held in paper and/or digital format by committee member arranging the opportunity.  Password protected | 3 Years | Digital documents are deleted and paper copies destroyed after the required length of time |
| Entry into shows, recording and publishing winners | * Name * Email * Tel number * Address * Images | Consent via membership | None | Held in paper and/or digital format by committee member arranging the opportunity.  Password protected. | Since Society began. | Digital documents are deleted and paper copies destroyed after the required length of time |
| Responding to queries or requests received by Basildon Horticultural Society | * Name * Email * Tel number * Address | Consent via membership | None | Held in paper and/or digital format by committee member arranging the opportunity.  Password protected. | None. | Digital documents are deleted and paper copies destroyed after the required length of time. |