



## **Privacy Notice**

King Henry's Walk Garden ('the Garden') is committed to protecting and respecting your privacy. This notice explains the types of personal data we collect when you interact with us. It also explains how we will store and handle that data and keep it safe.

### Personal data collected from you

We collect and process data given to us directly by you in the following ways

- filling in an application or booking form on our website
- completing an application or booking form and submitting it by post or email
- contacting us through any media with enquiries, complaints or feedback

It includes data provided when you join the Garden, subscribe to our mailing lists or book onto one of our activities.

The data may include your name, address, email address and phone number. For membership, bookings or volunteering it might also include information on any special needs you have (potentially 'sensitive personal data').

### Use of your personal data

We use the data held about you in the following ways

- to provide you with information about our activities
- to contact you about an activity in which you are participating
- to add you to our mailing lists

As a member of the Garden we will add you to our register of members. We may also use your personal data to inform you about offers of interest from third parties.

We will only keep your personal data for so long as necessary for the purpose it was collected. At the end of that retention period the data will be deleted or may be anonymised for use in statistical analysis.

We have security processes and passwords in place to keep the data transmitted to us via the internet or email safe.

We will not disclose your personal data to third parties unless required to do so by law.

### Legal bases for processing your personal data

We use the personal data provided for the purpose of membership by you to pursue our legitimate interests in furthering the aims of the charity. Examples include: social and fundraising events; talks, walks and workshops; volunteer work sessions and plothead weekend rota duty.

We will seek your explicit consent to processing

- personal data you provide when signing up to our mailing lists for marketing purposes
- any sensitive personal data you provide as part of an application for membership, booking for an activity or volunteering

### Withdrawing your consent

You can withdraw consent to the processing of your sensitive personal data by writing to us at the address below or emailing [info@khwgarden.org.uk](mailto:info@khwgarden.org.uk).

Personal data given to subscribe to our mailing list on MailChimp will be held indefinitely but you can withdraw from these mailings at any time by clicking the unsubscribe link in an email.

### Third party services

The Garden may employ the services of third parties for dealing with parts of the website. Currently third parties are used to process data entered for mailing list subscriptions. We use MailChimp for our mailing database and Google as our own email platform. Those companies have procedures in place to ensure privacy of data is safeguarded.

We also use MyDonate by BT to raise funds for the Garden as well as PayPal for membership applications and workshops bookings.

### Links to third party websites

We provide links on our website to other websites. We have no control over such websites and this privacy notice does not extend to your use of these.

### Rights to control your personal data

You have the right to ask for a copy of your personal data held by the Garden. You also have the right to request that the data be rectified or deleted. In each case please write to us at the address below or email [info@khwgarden.org.uk](mailto:info@khwgarden.org.uk).

If you feel that your data has not been handled correctly you have the right to lodge a complaint with the Information Commissioner's Office. You can call them on 0303 123 1113 or go online to <https://ico.org.uk/concerns>

### Changes to this Privacy Notice

It is likely that we will need to update our privacy notice over time. We will notify you of any significant changes and the current version will be published on our website.

### Contact

We hope this privacy notice has been helpful in setting out how your personal data is handled by us. If you have any questions or comments please write to us at the address below or email [info@khwgarden.org.uk](mailto:info@khwgarden.org.uk).

If you have more general questions about your data protection rights please contact the Information Commissioner's Office.

*This notice was last updated on 21/05/2018*