

Basildon Horticultural Society - Data Register

Collection and Use	Types of Data	Lawful/Legal Basis for Data	Data Sharing	Data Storage	Data Retention	Data Destruction
Administering Memberships	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 members discounts	<ul style="list-style-type: none"> • No data held 					
Enabling volunteering opportunities	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.