



## Data Protection and Privacy Policy – 5<sup>th</sup> March 2021

### Introduction

In accordance with the Data Protection Act 2018 (GDPR 2018) this policy explains when and why the Berks, Bucks and Oxon Area of the National Association of Flower Arrangement Societies (NAFAS) collects personal information, how we use it, keep it secure and members' rights in relation to it. We will collect, use and store personal data, as described in this policy, when people engage in activities organised by us.

### Who Are We?

Within this policy, whenever you see the words “we”, “us” or “our”, it refers to the Berks, Bucks and Oxon (also known as BB&O) Area of NAFAS. We are a voluntary organisation which oversees and supports affiliated flower clubs within Berkshire, Buckinghamshire and Oxfordshire. We are an affiliated member of NAFAS.

### What Is Personal Data?

The personal information referred to in this policy may include name, contact details, records of entries to events and such other information as may be necessary for the effective management of the legitimate interests of the Area.

### Responsible Person(s) and how we Protect your Data

The BB&O Data Controllers are the Area Secretary and the Media Coordinator. They will make sure that the Officers and Representatives of BB&O hold all personal data securely and do not pass the information on to any unauthorised third party.

### Members' Rights

You have the right under the Data Protection Act

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to, or restrict how your personal data is processed in certain circumstances

For any of the above please email the Area Secretary at [secretary@bbandoflowers.org.uk](mailto:secretary@bbandoflowers.org.uk).

### Specific Use and Sharing of Personal Information

Your personal data will only be used for communication about BB&O matters.

Our Judges, Demonstrators, Speakers and Teachers will have their data entered on the JDSE (aka Pink) List.

No personal data will be passed to any outside organisations.

## **Enquiries and Other Communications with the Association**

Any personal queries, emails and communications will be retained whilst dealing with the enquiry and will be deleted after 6 months as a minimum.

## **Payments**

For any credit/debit card payments we take from members, visitors and guests we will use a recognised online secure payments system through the association's bank account.

For any cheques received we will process them through the association's bank account.

## **Media**

When photos are received from clubs and members we will presume that we have permission to make them visible on our website and social media unless told otherwise.

## **Website Cookies**

By viewing the website you are accepting the use of cookies

## **Breach of Security**

In the unlikely event of a breach of the security of data we will notify members promptly.

## **Policy and Data Review**

We will review the policy annually as a minimum.

We will review the personal data held by us every 3 years.

Each member is responsible for keeping the Area Secretary updated of any changes to their data. This can be done using the Data Protection Form on our website [bbandoflowers.org.uk](http://bbandoflowers.org.uk)

*Jane Haas*

Signed by the Area Chairman

18th February 2021