

METROPOLITAN PUBLIC GARDENS ASSOCIATION

PRIVACY NOTICE

This privacy notice applies to all trustees, officers, members of the Executive Committee, Association personnel, Association Members and Friends, beneficiaries and those who supply goods or provide services to the Association.

This notice does not form part of any contract of employment or other contract to provide services. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

The Metropolitan Public Gardens Association ('the Association' is committed to protecting the privacy and security of your Personal Data (as defined below).

This privacy notice describes how we collect and process your Personal Data during and after your working relationship with us, in accordance with data protection law.

The Association is a "data controller". This means that we are responsible for deciding how we hold and use personal data about you. We are required under applicable data protection law to notify you of the information contained in this privacy notice.

It is important that you read this privacy notice, together with any other privacy notice we may provide on specific occasions when we are collecting and/or processing Personal Data about you, so that you are aware of how and why we are using such information.

Data protection principles

We will comply with all applicable data protection law and the data protection principles when processing Personal Data. In accordance with applicable data protection law, the Personal Data we hold about you must be:

Processed lawfully, fairly and in a transparent manner.

Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

Relevant to the purposes we have told you about and limited only to those purposes.

Accurate and, where necessary, kept up to date.

Kept only as long as is necessary for the purposes we have told you about.

Kept securely.

The kind of information we hold about you

“Personal Data” means any information about an individual from which that person can be identified. Personal Data can be factual (for example a name, email address, location or date of birth).

Personal Data does not include data where the identity of a person has been permanently removed so the individual cannot be re-identified (anonymous data).

How we will use your Personal Data

We will only use your Personal Data when we have a legal justification/basis to do so. Most commonly, we will use your Personal Data for the purposes of the legitimate interests of the Association, such as the processing of grant applications and promoting the Association’s activities or events.

Do we need your consent?

Generally speaking, we do not need your consent to process your Personal Data. We will only process your Personal Data for the purposes for which we collected it, unless we reasonably consider that we would need to use it for another reason and that reason is compatible with the original purpose.

If we need to process your Personal Data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your Personal Data without your knowledge or consent, in compliance with this privacy notice, where this is required or permitted by law.

You may withdraw your consent to receiving communications from us by emailing shirley@mpga.org.uk.

Keeping your Personal Data secure

We have put in place appropriate security measures to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your Personal Data to those persons concerned with business of running the Association who have a business need to know. They will only process your Personal Data on our instructions and they are subject to a duty of confidentiality.

Data retention

We will only retain your Personal Data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Rights of access, correction, erasure, and restriction

It is important that the Personal Data we hold about you is accurate and current. Please keep us informed if your Personal Data changes during your relationship with the Association.

Under certain circumstances, by law you may have the right to correct or request access to Personal Data that we process relating to you. You may also have the right to ask us for some but not all of the information we process to be erased (the 'right to be forgotten') in certain circumstances. For more information, or if you have any questions about your rights please contact the Data Privacy Manager on dataprivacy@mpga.org.uk.

Oversight, questions and complaints

We have appointed a Data Privacy Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your Personal Data, please contact them at dataprivacy@mpga.org.uk. You have the right at any time to make a complaint to the relevant data protection supervisory authority in your jurisdiction.