

## **BOOKHAM OPEN GARDENS Data Protection Policy –May 2023 Version 1**

Bookham Open Gardens, operating under the auspices of the Bookham Community Association (incorporated in England & Wales Company number 8000494 – Registered Charity number 1148881), recognises that privacy is very important so we want you to be confident with the way that we handle your personal information. Personal information includes any information that identifies you personally, such as your name, address, email or telephone number. We have outlined below how we collect, use, disclose and protect this. A copy of this document will be placed on our website at [www.bookhamopengardens.co.uk](http://www.bookhamopengardens.co.uk) and will be available on request from Committee Members.

### **How we collect information**

We receive information when you join our committee, offer to open your garden, volunteer to help with our activities, or provide help by means of sponsorship, corporate support, raffle prizes, minibuss provision. We may also collect information on media contacts and those for garden societies and other similar organisations to whom we send publicity.

With our new online ticketing option, we also collect email data to facilitate provision of tickets. Purchasers are given the option to opt in or out of future mailings about the event.

### **How we use information**

We may use the information we collect from you in various ways:

- To help us plan and run the annual Open Gardens event and the two subsequent open evenings
- To help publicise the event via our Facebook and website and via third parties.

With the exception of communications within the committee, all emails to more than one person will typically use the 'bcc' function.

### **Committee members**

Personal details are shared within the committee to facilitate its running. Name, email and phone numbers may be shared within the minutes.

Individual committee members may share their email and phone numbers with individual people and organisations in the categories listed below.

On the day of the event, garden openers and committee members are provided with a contact list in case of needing advice or help. Those committee members listed have consented to this.

The chairperson's email and phone number is typically given as the contact in publicity.

### **Garden openers**

Personal details are recorded in our Garden Listing which is held securely by our publicity officer and shared by email and in print with other committee members directly involved in planning for and administering the event. It also includes details of which years the garden has previously been open and the intentions for the current/next year.

The name and postal address details of the private garden openers are shared publicly only by means of the event programme which is typically available around 6 weeks in advance of the event in both print form (for publicity and ticketing purposes) and online on our Facebook page and website. Unused programmes are disposed of, and online versions will also be removed, after the event.

For the non-private gardens, they may be referred to in pre-event publicity in addition to the programme but the name of the contact is not given.

Similarly the name/address details are included in the list of gardens involved in the two evening openings. This list is circulated to committee members, garden openers and selected representatives of sponsors, supporters, raffle prize donors and minibus providers.

Garden openers are asked if they consent to photos being taken for publicity purposes; such pictures will not be attributed to named gardens or their owners. Such photos may be shared in print or online by the publicity officer. The photographer will be asked not to share them elsewhere without further consent.

The publicity officer and chairperson may retain a copy of the Garden Listing and programme each year for archiving purposes. In addition the committee member responsible for creating the programme may archive a copy to help with production of the next year's version. All other superceded copies will be deleted. The treasurer records a short form of the address on the Profit and Loss Account. This is only shared in PDF format with the committee members and BCA Treasurer.

### **Volunteers**

A large number of local volunteers assist with activities associated with the running of the day. Their details are held by the chairperson and other committee members tasked with managing rotas.

Within a given rota, names and phone numbers may be shared so that volunteers may advise each other of any late breaking changes to availability. Rotas to which this applies are minibus drivers, car parking stewards, cashiers and ticket sellers at the Old Barn Hall and garden stewards (at gardens requiring us to provide them).

For those volunteering to drive minibuses, the drivers' driving licence details may also be shared with the provider if requested

### **Sponsors, supporters, raffle prize donors, minibus providers**

Personal contact details for organisations are held for the purposes of administering their donation or service but shared only with the committee member liaising with them. The organisations (by name, and possibly web address) may be credited in the programme, in publicity and online but no details of financial contributions are publicised.

### **Publicity**

Publicity is sent out to various media organisations, or submitted online, using their advertised contact details.

Additionally Bookham Open Gardens maintains a register of Garden Societies etc to whom we publicise the event, usually by email, once in November/December of the year preceding the event and once when the committee have made the 'go/no go' decision about the event. All were asked for consent in Spring 2018 and emails confirming this are stored on the publicity officer's computer. Any new additions to the register will be required to provide such written consent. Future emails will provide the opportunity to opt out.

### **Disclosure of information**

Bookham Open Gardens only uses personal data for the purposes set out above and will not share data with any other company, group or society, except where it is shared with the Bookham

Community Association's agents, insurers or other bodies in connection with a claim made by or against the charity, or where required by law.

### **Your consent**

By providing your personal information to us as a committee member, garden opener, volunteer, sponsor, supporter, raffle prize donor, minibus provider or by allowing an organisation that you represent to provide your information as a contact, you consent to us holding that information for the above-mentioned purposes.

### **Controlling your information and withdrawing your consent**

Please let us know if you no longer wish to open your garden or help with the event. We only use your information as shown above but you can change your mind at any time and advise a committee member in writing, and your information will be removed within 28 days from our records.

You may request details of the information we hold for you at any time and at no cost to you.

### **Our commitment to data security**

To prevent unauthorised access and maintain data accuracy we have put in place appropriate procedures to safeguard and secure the information we collect. All information that is held on personal computers that are secure and password protected and recorded as such in our records.

### **Contact**

Any queries or requests in connection with this policy should be sent to Tina Hutton ([tina.hutton@btinternet.com](mailto:tina.hutton@btinternet.com), 01372 457598) or Diane Poole ([opengardensinfo@gmail.com](mailto:opengardensinfo@gmail.com))