

Flower Clubs of Cheshire - General Data Protection Regulation

Guidelines for Flower Clubs of Cheshire Area and Clubs

Flower clubs must comply with The General Data Protection Regulation ('GDPR') when handling the personal data (information) of members and other third parties (such as demonstrators visiting the club). Clubs must also comply with specific rules regarding personal information if they are using electronic communications (such as a website or communicating via email with members).

The law covers any personal information that directly relates to an identified living person such as name, address, bank account details, phone number, email address, medical details or photographs. It includes all information held on computer or stored in paper or photographic format.

The flower club or **area organisation (referred to in these documents as the 'club')** collecting and using personal information is known as the 'controller' of the information and the individuals whose personal information is being collected are known as 'data subjects'. The law refers to the 'processing' of personal information, which in practice means any way in which a club might use the information, including its collection, access, storage and deletion.

The law is regulated by the Information Commissioner's Office (The ICO), www.ico.org.uk .

This set of documents is designed to give your club the necessary framework to comply with the GDPR. Please check the documents and make any amendments that may be necessary to reflect the way in which your club collects and uses personal information.

The guidance in this pack is designed for collection of information via email or in person. If, however, your club has a website that collects personal information you must make sure that your website is compliant with the law. If you collect personal information via a website (e.g. membership information) you will need to provide a privacy notice on the website (see Appendix 1). You will also need to check with your website designer if your website collects 'cookies', and if it does, you will also need to provide an appropriate cookie notice on the website, and your website designer should be able to assist with this.

Next steps. Each club will have different data protection requirements based on their own activities. The following tries to encompass the most likely uses of information. (Any areas highlighted in red are for each club to insert their own names etc.)

This set of documents comprises the following

Privacy Policy

Appendices to the Privacy policy:

- **Appendix 1 – Privacy Notice**
- **Appendix 2 – Retention Policy**

Privacy Policy of Flower Clubs of Cheshire

This privacy policy sets out the legal obligations that Flower Clubs of Cheshire must comply with to meet its obligations under data protection law.

Responsibility for this Privacy Policy rests with **the Flower Clubs of Cheshire Area Secretary**

The club's obligations are as follows:

1. **Transparency** The club must be transparent about the way in which the club uses personal information. This is achieved by way of a privacy notice. **(Appendix 1)**. Data protection law states that when the club collects information from members or other third parties, **a copy of the privacy notice must be made available to the individual concerned. A copy of the privacy notice must be available at every club meeting and be circulated to every club member when they join.** The privacy notice must be kept under regular review and updated as necessary to make sure that it reflects the way in which the club handles personal information. Club members must be notified of any changes to the Privacy notice.

The law requires that certain information is contained in a privacy notice as set out below:

- a) **The nature of the information collected and the purposes for which it is used.**

The privacy notice sets out the categories of personal information collected by the club and how it is collected and used. The club must only collect and use personal information for the purposes described in the notice. For example, personal information that has been collected for the purposes of the club mailing list to notify members about club events, membership renewal etc must not be used to circulate information about another organisation e.g. the village gardening club, as such disclosures are likely to fall outside the scope for which the information was collected.

- b) **Disclosures to third parties.** If the club uses a third party organisation to process personal information for the club (such as a bulk mailing service) this must be explained in the privacy notice.
- c) **Legal basis for processing.** The club must have a legal basis for the collection and use of personal information and this has to be set out in the privacy notice. The most likely legal bases applicable in a club are the following;
 - i) **Legitimate interests.** The club must only collect limited information that is necessary to administer club membership and to contact members regarding events. The type of information typically collected is set out in the privacy notice.

Provided that such information is only used for the purposes stated in the privacy notice, or its use can be said to be in the reasonable expectation of members, in the context of club membership, the club may rely on the **legitimate interests** basis for processing, and the appropriate wording to explain this is set out in the privacy notice.

- ii) **Consent.** There may be limited situations in which **consent** to processing is required in the context of club activities. One example may be the collection of health information of members for whom accommodation may need to be made, or who have conditions that committee members need to be aware of. If so, the consent of the relevant individuals will need to be obtained. Consent must be freely given, informed and specific. There may also be times that the club may want to **film and/or publish photographs** of non-club members, for example demonstrators or visitors/workshop attendees. In such cases the club will need to consider whether the consent of the demonstrator to take photos and publish images is required (particularly if images are to be posted on social media).
 - d) **Legal obligation.** In exceptional circumstances, the club may be under a **legal obligation** to disclose information about members, such as in the event of a criminal investigation regarding misuse of club funds, and the privacy notice addresses this point. The personal information the club holds must be **accurate, and where necessary kept up to date**. For example, membership lists, contact details, etc should be updated every year or when members advise of changes. The privacy notice must explain how individuals can update or rectify their personal information. On a practical level, at membership renewal, members could be asked to check that the details held are correct.
 - e) The club must only store personal information **for as long as it is necessary**. The personal details of individuals not renewing their membership should be removed from the current membership list. **Appendix 2** sets out the retention periods for the different categories of information held by the club and information regarding retention periods must be contained in the privacy notice.
2. **Security.** The club must hold personal data in a **safe and secure** manner. In particular:
- a) Electronic data should be held on a password protected computer when emailing. Paper documents should also be held securely. Access to such information should be limited to relevant committee members. Particular care must be taken when dealing with any sensitive information, such as the medical conditions of any member.
 - b) Bulk emails e.g. newsletters must be sent with recipients in the Blind Copy (**BCC**) box rather than the **TO** box. Failure to do so will be an unauthorised disclosure of every email address included and members could make a complaint to the Information Commissioner's Office if this happens.
 - c) If the club uses a third party to process personal information on its behalf (such as a third party mail service provider) there must be a contract with that third party which contains an obligation that personal data will only be processed by that third

party on the instructions of the club. The contract must also contain appropriate security obligations on the third party **as the club retains legal responsibility for the information, even when a third party is used to process personal information.** Such third parties often provide their own terms and conditions for this purpose, but it is the club's responsibility to check that such terms are appropriate and meet the club's obligations under the law.

3. **Marketing rules.** If the club sends emails to members with details of events outside the club (e.g. national demonstrations) the club must offer members the opportunity to 'opt out' of receiving similar emails in the future and such opt out requests must be complied with promptly.
4. **Individuals' rights.** Data protection law provides certain rights to individuals. Of most relevance to a club are: the right to subject access, the right to rectification, erasure and restriction of processing, and the right to object. The rights are not absolute and there are exemptions that the club may rely on in appropriate circumstances. Clubs are under strict time limits to respond to individuals exercising their rights, and must respond without undue delay, and in any event within one month.
5. **Accountability** – The club must be able to demonstrate compliance with the law and this privacy policy and its appendices are designed to address this obligation.

Appendix 1 - Privacy Notice of Flower Clubs of Cheshire

secretary@nafascheshire.org.uk

This Privacy Notice tells you how the club uses your personal information. The Club is the controller of your information.

1. The information we collect from you and how we use it

- a) **Your name, postal address, telephone number and email address.** We use this information to register you as a member of the club, to contact you to collect subscriptions and payments for club activities, to send you our club newsletter and information about the activities of our club and local and NAFAS flower clubs that your club membership entitles you to attend.
- b) **Emergency contact details.** We use this information in the event of a medical or other emergency whilst you are participating in club activities.
- c) **Photographs.** From time to time, we may take photographs of club activities for our records, our club newsletter or for the regional newsletter.

2. Lawful basis for collecting and using your personal data

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. We rely on the following when processing your personal information:

Legitimate interests: It is in the legitimate interests of the club to process your personal information to administer the membership of the club, including processing membership payments and contacting members regarding membership renewals and verifying contact details, and notifying members of activities and events associated with NAFAS membership.

Consent: The collection of some information may require your consent, such as any medical information you need to share with us while attending club events. If we take photographs at events and publish these photographs externally, we will not identify any individuals without obtaining their consent.

Legal obligation: In exceptional circumstances we may be under a legal obligation (e.g. a court order) to disclose information to a third party, such as a law enforcement agency.

3. Our retention policy

We remove your name, address and contact details from our membership records once you cease being a member of the club.

All information is held in accordance with our Retention Policy, a copy of which is available on request.

4. Sharing information with third parties

Sometimes we may use a third-party processor to process personal information on our behalf, such as a bulk email provider. When we do so, we put in place a contract to safeguard the information. We may also share your details with third party organisations (e.g other NAFAS clubs) if you have indicated to us that you will be attending their events.

5. Your Rights

You have certain rights under the law in relation to the information we hold. You can exercise these rights by contacting the club at the address at the top of this notice. The exercise of these rights is subject to certain exceptions as set out in the law.

- a) You have the right to be told what information we hold about you. This is known as a “subject access request”;
- b) We want to make sure that the information we hold about you is accurate and up to date. If there are any changes to your contact details, those of your emergency contacts, or other information we may hold about you, please let us know so that we may rectify them.
- c) Please let us know:
 - i) If you no longer want to receive communications from us, you object to the way in which we use your information, or you would like us to delete the information we hold about you;
 - ii) Where processing is based on your consent, if you want to withdraw your consent to future processing.

6. Complaints

If we have been unable to resolve your concerns you can also complain to the ICO via its website: <https://www.ico.org.uk/make-a-complaint> or to the Information Commissioner's Office, Wycliffe house, Water lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113

Policy Approved by: The Flower Clubs of Cheshire Leadership Team or Club Leadership Team

Date: 30 March 2026

Date next review due: April 2027

Reviewed by: Area Secretary

Appendix 2 - Retention Policy

Personal Information	Suggested Retention Period	Tips
Information on current members.	Throughout the time the individual is a member.	Information should be up to date. Out-of-date information (such as a previous email address and contact details) should be deleted from all records as soon as the club is notified of the update. Members should be invited to update their contact details at annual renewals.
Information on former members.	Personal information must be removed from membership lists as soon as a member leaves. Financial and other information may be held for longer periods as set out below.	
Information on casual enquirers/visitors interested in becoming members such as for those individuals who registered an interest in the club (maybe via the club website) or came as a visitor but did not become a member.	12 months after last contact with the individual.	
Meeting/event attendee lists – held by club as evidence of who did/didn't attend a particular meeting/event.	3 years after the event.	
Emails.	12 months but if important to retain they may be held for up to 7 years, e.g. if there is content that may relate to a legal claim or financial investigation.	
Accident reports – if relating to adults.	For good practice, keep for 6 years to cover possible legal claims or legal action.	These reports may be required as evidence if a claim is made on the club/area insurance.
Financial records.	There is statutory requirement to keep financial records for 7 years. However, records may be kept for the last 8 years, in order to ensure that year ends are available. Beyond that point, there is little justification in keeping bank statements, cheque stubs etc. unless there was an incident which was of particular significance.	
Minutes of Area meetings.	Minutes of Area meetings may be of historical value and may therefore be retained indefinitely.	

Minutes of Club meetings.	Up to 10 years to be decided on a case-by-case basis unless there is anything of particular significance that requires longer retention.	
Archive material such as Club/Area photograph albums etc.	To be decided on a case-by-case basis as such information may be of historic value to the club.	