

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 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