



# Rhododendron Species Conservation Group

## Privacy Policy

### General Data Protection Regulation (GDPR) (EU) 2016/679

The GDPR is a regulation in EU law on data protection and privacy for all individuals within the European Union and replaces the 1995 Data Protection Directive. It is effective from 25<sup>th</sup> May, 2018 and its intent is to harmonise data protection legislation across the entire European Union.

### Privacy Policy:

This privacy policy complies with the requirements of the GDPR and explains how, when and why we collect your Personal Data during the course of providing services to you. It is applicable when the Rhododendron Species Conservation Group (RSCG) receives Personal Data and holds the details on a database(s), or otherwise uses Personal Data for administration purposes and explains how we look after and use your Personal Data. The RSCG is committed to protecting and respecting your privacy, so we will keep your details secure at all times.

### Marketing:

We collect personal information so we can continue to send you information and registration arrangements for the Conferences, Workshops, Meetings, Tours and other activities organised by the RSCG, which is a key aspect of being a member. We will never use your Personal Data for marketing purposes, or sell them to, or share them with, a third-party. We do not use third-party suppliers.

### Changing your preferences for communication:

You can change how you hear from us at any time, including by post, or telephone, or unsubscribe from electronic communications. Please contact [annedavidson@btinternet.com](mailto:annedavidson@btinternet.com) or telephone 01899 880278 to let us know you wish to change your preferences. Be aware that if you choose not to be contacted by post, or telephone, or via electronic communications, you will still receive copies of the *RSCG Newsletter* and notification of the *RSCG Annual General Meeting* by post, but **not** details of any activities organised by the RSCG.

### Consent and keeping your information up to date:

By becoming a member of the RSCG, and disclosing your personal information to us, you give your consent to the collection, storage, processing and use of your personal information by us as described in this privacy policy. As a RSCG member you have full control over the accuracy of your personal information. If, at any time, you wish to verify, update or amend the personal information you have provided, you can contact us at [annedavidson@btinternet.com](mailto:annedavidson@btinternet.com) or telephone 01899 880278. Individuals can find out if RSCG holds any personal information about them by contacting this e.mail address or telephone number. To make a request for the details the RSCG holds please send a letter or e.mail to the Group Secretary whose contact details are shown in the Group's publications. If RSCG does hold information about you, we will within one month of receiving a request and after verifying your identity:

- give you a description of the information held
- tell you why we are holding the information
- tell you who the information could be disclosed to
- give you a copy of the information.

### Retention of personal data and the 'Right to be forgotten':

RCMG will keep your data only for as long as is necessary to meet the requirements of financial record keeping in connection with its charitable status, which includes 'Gift Aid' submissions. Notwithstanding the requirements to retain personal data for a period of time you have the right to request deletion of your personal data. To make a 'Request to be Forgotten', in the first instance please write to our Group Secretary whose contact details are shown in the Group's publications.

### Security:

We work hard to keep your Personal Data safe. We use an appropriate combination of technical and organisational measures to ensure, as far as is reasonably possible, the integrity and availability of your information at all times. Your information is held securely by RSCG administration officers, including the Membership Secretary, Hon. Secretary, Hon. Treasurer, Publications Manager, and Editor, and will not be shared without your permission. Our website uses PayPal as a gateway for secure transactions with us. Card payment transactions are encrypted and original documents are destroyed as soon as transactions are processed.

### Changes to this Privacy Policy:

By giving your Personal Data to RCMG, you agree to accept our privacy policy as amended from time-to-time. You will be deemed to have accepted any amendments to the policy if you continue to provide personal information to RCMG after a new version of the policy is published. We recognise the importance of privacy to our supporters and visitors and will keep this policy under review and any changes made from time to time will be posted on the RSCG website.

### Privacy and use of the RSCG Website:

You should be aware that if you follow a link from the RSCG website to another website and give any personal information to another company, the uses to which that information may be put will be determined by that company's privacy policy.

John M. Hammond, Hon. Secretary  
Rhododendron Species Conservation Group  
12<sup>th</sup> May, 2018