



Data Protection Policy

Kent Floral Art

Definitions

Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.

Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting storing, using, amending, destroying or deleting personal data.

Responsibility

Overall the final responsibility for data protection lies with the Area Executive, who is responsible for overseeing activities and ensuring this policy is upheld.

All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for Kent Floral Art.

Overall policy statement

Kent Floral Art currently collects and processes the contact details of its members i.e. names, postal and email addresses and telephone numbers that have been directly given, to enable the Area to communicate with them in connection with events, activities and information relating to Kent Floral Art and to compile the various Area lists. Where appropriate this information may be shared with NAFAS.

We will collect, store, use, amend, share, destroy or delete personal data used in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.

Under the General Data Protection Regulations (GDPR) the lawful basis that Kent Floral Art rely on for processing this information are:

- Your consent, given to Kent Floral Art to collect, use and store this data will be recorded securely, which can be withdrawn at any time by contacting the Area Secretary on kentfloralartsecretary@gmail.com. Your Personal Information will then be removed
- Kent Floral Art must have a way of contacting the Area Executive, Area Council, Club Officers, Demonstrators, Speakers, Judges, Tutors, Competitors and the like to run Kent Floral Art effectively and safely and as such has a legal obligation.



- Kent Floral Art has a legitimate interest. (*This means that the data is used in ways that are necessary in order to run the Area, and for providing publicity, and providing information etc.*)
- Data will be stored securely and retained for a period of three years.
- When the data is no longer required, or when a request for it to be removed is made, it will be deleted securely.
- Individuals have the right at any time to view their personal data to ascertain its validity, and to amend or delete accordingly.
- Kent Floral Art will act responsibly in the event of any data breach, and if appropriate inform the respective authorities.
- You have the right to raise with Kent Floral Art any concerns you may have about the use of your personal data, however should this be unresolved you can contact: **THE INFORMATION COMMISSIONERS OFFICE**. Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, Helpline number: 0303 123 1113, ICO website: www.ico.org.uk

We will provide individuals with details of the data we have about them when requested by the relevant individual.

We will endeavor to keep personal data up-to-date and accurate

We will use our best endeavors to store personal data securely

We will not share personal data with third parties without the explicit consent of the relevant individual unless legally required to do so