

GDPR

## **Register of systems**

**All Grapes Hill Community Garden Group (GHCGG) data processing is done on the legal basis of 'consent'. All information that the group holds has been given freely by the individual for one of the following reasons:**

### **General mailing list**

The Grapes Hill Community Garden Group (GHCGG) limits information kept on individuals to name, email address (and organisation if relevant).

This information is volunteered by individuals either by: filling in a membership form, email, social media or by signing up to mailing lists at GHCGG events, with an option to unsubscribe at any time. The mailing list is stored on MailChimp and shared and used by the GHCGG secretary, the committee member responsible for volunteers and the GHCGG outreach officer.

The GHCGG stores this data in order to keep people informed of the GHCGG activities or associated activities we believe may be of interest and to rally volunteers for events and tasks.

All individuals were sent an email **before 25<sup>th</sup> May 2018**, asking them to subscribe to the new mailing list. Those who did not reply or did not subscribe were removed.

### **Paid up GHCGG members and regular volunteers**

A register of current paid-up members will be stored securely and updated regularly. A register of past members is kept for a maximum of 2 years and then securely deleted and/or destroyed. This is stored on a password-protected computer file and maintained by the GHCGG secretary.

### **Addresses and telephone numbers**

The GHCGG stores addresses and telephone numbers of all members who volunteer this information on the application form.

The GHCGG stores addresses and telephone numbers for volunteers who do not use email and /or do not have access to the internet.

Raised bed tenants have the option of signing a form allowing us to share their contact details and telephone numbers so that they can support each other if they wish. This is updated at the start of each new tenancy on 1<sup>st</sup> February each year.

### **Photographs**

Photographs used in GHCGG publicity and on social media are only used if permission is given. Parents / guardians of children are always asked before photos are taken and names are never used or divulged. An archive of photos is kept on a shared file, with access limited to the GHCGG photographer, outreach officer and secretary. Photos help publicise events and services offered by the GHCGG, they are required by funders as proof of compliance with funding conditions.

### **Financial details**

The GHCGG treasurer uses bank account records of regular payees that are stored on the GHCGG Co-operative Bank account online service. The GHCGG chair also has access to this online bank account. The treasurer also keeps names and addresses of any gift aid donors for 7 years required by HMRC.

### **More sensitive data**

As part of our regular risk assessment procedures the GHCGG may ask attendees to workshops, volunteer sessions and courses for personal information in case of emergency or to deal with any relevant health and safety related risks. This might include known allergies, phobias, prohibitive health

problems and food intolerances. This information will be destroyed after each event. The name and contact information kept only if requested by the individual.

All paper registers of personal data will be securely deleted and/or destroyed after 2 years maximum. The GHCGG management committee will carry out an annual review of all data kept to decide what needs to be stored, destroyed and deleted.

If you wish your details to be deleted from any or all GHCGG records please contact the group secretary via [contact@grapeshillcommunitygarden.org](mailto:contact@grapeshillcommunitygarden.org)

#### Use of Cookies on website

Our website was built and is managed by Design Different. It uses some cookies when you browse the site. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Design Different hand-built sites currently use just four Google Analytics cookies:

- **\_utm**: lasts for user's session
- **\_utma**, **\_utmb** and **\_utmz**: last for one year.

Google Analytics helps site owners to understand how visitors use their websites. Most websites use some sort of analytics program like this. We use the information to compile reports and to help us improve the site. The data includes things like how many people visit the site, which country they are from, how they arrived at the site, how many pages they visited, how fast the site loaded, and so on. All data collected is completely anonymous, it does not identify you as an individual in any way.

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To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

This register of systems will be reviewed at least annually

Last reviewed on 24-4-19.

Signed by

Data protection officer 

Chair of GHCGG 