

## **THE NORFOLK GARDENS TRUST**

### **PRIVACY NOTICE**

#### **(General Data Protection Regulations)**

The Norfolk Gardens Trust (NGT) makes every effort to comply all relevant Data Protection legislation. We do not collect nor store any user data from your use of the NGT website beyond anonymous information recorded for statistical analysis.

Personal information provided to NGT via our website, membership forms, booking forms, emails or telephone calls will only be used for the purposes for which they were intended. Your personal data may be shared among our volunteer members in the course of distribution of publications or in answering enquiries.

By providing the NGT with personal data you consent to the processing of such data by us as described in this Privacy Notice

If, at any time, you want to verify, update or amend your personal data please write to:-

Lyn Burroughs  
14 Ash Grove  
Norwich NR3 4BE

or email:- [norfolktrust@gmail.com](mailto:norfolktrust@gmail.com)

#### **1. Information we collect**

The NGT processes your personal information to meet its legal, statutory and contractual obligations and to provide you with membership information and services. We will never collect any unnecessary personal data from you and we do not process your information in any way other than as specified in this Notice.

#### **The personal data we collect is:-**

Name  
Home address  
Home telephone number  
Home email address  
Mobile number  
Bank details for payment of subscriptions

#### **We collect information in the methods below: -**

From the Application Form you submitted when joining the NGT  
From the Standing Order form you supplied for payment of your subscription

## 2. **How we use your personal data**

The NGT takes your privacy seriously and will never disclose, share or sell your data without your consent unless required to do so by law. We only retain your data for as long as it is necessary and for the purposes specified in this notice

### **The purposes and reasons for processing your personal data are detailed below:-**

The NGT's bank for purposes of payments

Other bodies with whom it organises joint events (e.g. The Gardens Trust)

HM Revenue and Customs for Gift Aid purposes

For the purposes of supplying you with publications issued or supported by NGT

From time to time we will send you notices of events we have assessed may be of interest to you. Such information will be non-intrusive and is processed on the grounds of legitimate interest

## 3. **Your rights**

You have the right to access any personal information that the NGT holds about you and to request the following:-

What personal data we hold about you

The recipients to whom the personal data has been or will be disclosed

How long the NGT intends to store your personal data

If you believe that NGT holds any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified

You also have the right to request erasure of your personal data and to restrict processing (where applicable) in accordance with data protection laws. If we receive a request from you to exercise of the above rights, we may ask you to verify your identity before acting on the request.

## 4. **Events**

The NGT will from time to time send you details of events it is arranging by post or email.

You always have the right to opt out /unsubscribe at any time.

## 5. **Links to other websites**

Our website may contain links to enable you to visit other websites of interest easily.

However, once you have used these links to leave our site, you should note that we do not have any control over that other website

Therefore we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should use caution and look at the privacy statement applicable to the website in question.

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