



Marches Meadow Group Data Protection Statement

Data Protection Statement

All personal information supplied to the Marches Meadow Group (MMG) will comply with the requirements of current data protection legislation and will only be used to administer The Group.

General Data Protection Regulation (GDPR)

MMG have examined their processes and procedures to ensure compliance with the GDPR which came into force on 25th May 2018. GDPR gives individuals more control over their personal data and organisations are required to demonstrate that there is a legitimate legal basis for their holding and processing of personal data.

MMG data and GDPR

MMG holds the following personal data for society members: - membership number, name, title, postal and email addresses, land line and mobile phone numbers, financial transaction details, wildlife interests and in some cases details of meadows owned or rented. We also hold the membership status, the year of joining, the amounts paid by subscription, and individuals' data protection preferences.

Should a member leave The Group, the reason for leaving will be recorded as 'resigned', 'deceased' or 'struck off'. The names of people leaving The Group will be deleted from The Group database, but a copy of the data will be kept by The Group's Membership Secretary, in line with GDPR compliance requirements, for a further five years. It will then be archived for historical purposes.

Financial data

To join The Group, people are currently asked to pay an annual subscription which will be recorded on The Group database. In the event that subscriptions are revised, those details will also be held on The Group database. For members previously paying their subscription by standing order, we will hold the branch code and the last four digits of the bank account number. We will also hold details of any gifts, legacies or donations.

Data retention and processing

Personal information provided by members will be stored off-line in a secure database accessible only to The Group's Treasurer, Secretary and Membership Secretary, in order to run The Group.

An e-mail contact address list will be maintained in order to inform members about Group events and activities. If you contact The Group, the officer who receives your communication may also need to pass your email address to other officers via e-mail.

The Group is legally required to retain financial transaction data for a minimum of six years.

Access and rights

Past and present Members can request to see a copy of the information held about them by The Group and may request that it be amended. They can also object to or restrict The Group processing personal information by contacting the Membership Secretary at any time. The Society will continue to provide Membership Services that have already been signed up for, or which you have a legitimate right to receive. This will include e-mail or postal communications relating to upcoming Group events.

Disclosure of personal data to third parties will only occur in the event of an overriding legal requirement. We will not disclose personal data for marketing or promotional purposes, without your express permission.

Members retain the right to withdraw consent at any time by making a written request to the MMG Membership Secretary.

Membership Lists

The Group will produce a printed Membership List for circulation to all members. To be included in this list, members will be asked to 'opt in' by giving their consent. You can change your mind at any time about being included in the Membership List.

Future publications

Members will need to consent that their names be used in meeting attendance lists and minutes. Authors contributing articles to future MMG publications will be asked to consent to their personal information being included in the by-line. Once in the public domain, publications may be available in libraries, or indexed and stored within open-access websites and databases.

On-line presence

No personal information will be published by The Group online, without prior permission, other than contact details for certain Group officers. This includes websites, and social media applications such as Facebook and Twitter. Members will also be asked to give permission for their image to appear in any photographs taken at Group events.

Original content

The Group will ask for permission before sharing or publishing any original content including photographs, presentations and written papers.

Siobhan Reedy

Membership Secretary – The Marches Meadow Group