

The Eglinton & Glencairn Gardens Association Privacy Notice

With effect from 25/5/2018

The Eglinton & Glencairn Gardens Association is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, The Eglinton & Glencairn Gardens Association is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What Personal Data we hold on you

You may give us information about you by filling in the form supplied with the welcome letter when you move into your property or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include the following:

- Name of members – both owners and associates
- Name of tenants if the property is rented out and they are responsible for payment of the annual subscription and key deposit
- Address
- Email address
- Telephone number
- Dog ownership – if you take the dog into the Gardens

Why we need your Personal Data

There are three types of membership of the Association which are fully described in the constitution, see www.eglintonglencairngardens.co.uk. In brief, Members A overview the gardens, have a burden in their title deeds to pay towards their upkeep and own the ground mutually. Members B have the right to opt to use the gardens for the same fee as Members A but have no burden in their deeds and do not own the ground. The 25 Associate members choose to join the Association at a different fee rate. We need your personal data to enable the Association to establish and administer membership for both owner and associate members and provide the relevant services.

- Our lawful basis for processing personal data of members A or their tenants is that processing is necessary for compliance with a legal obligation
- Our lawful basis for processing personal data of members B, their tenants and associate members is that we have a contractual obligation to these members to provide the services they are registering for.

Personal information which you supply to the Association may be used in a number of ways, for example:

- Administer payment of annual subscriptions
- Administer key deposits and the provision of keys
- Provide notice of events and activities taking place in the gardens
- Provide any ad hoc operational information

We will contact you by email if an email address is held, and if not, then by paper correspondence or text where appropriate

Note that this data will not be used for marketing purposes

Who has access to and can update the Personal Data

The office bearers:

- Chairman
- Secretary
- Treasurer
- Membership Secretary

Who else will your Personal Data be shared with

This data may be shared with Committee members on a need to know basis if required by an office bearer.

This data may be shared with legal representatives on a need to know basis.

Any Transfers to Third Countries and the Safeguards in place

This membership list which is password protected is held on a spreadsheet on a personal account on Dropbox for security purposes.

This means that the data may be transferred outside of the EU.

Dropbox has confirmed it will be GDPR compliant by 25th May 2018. For further information, here is a link to the updated Dropbox Terms of Service, Privacy Policy and Business Agreement conditions: https://www.dropbox.com/terms2018?_tk=blog&oqa=182cn04mbbody

Note that the spreadsheet password is only known by the office bearers and will be updated after each annual AGM

How long is your Personal Data retained

Personal data is held for a maximum of one year, once any outstanding debts have been paid and the key returned or alternatively, in the case of Members A or B, the new owner acknowledges receipt of the key.

What are your Rights regarding your Personal Data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

You have the right to withdraw consent if the processing of data is based on consent.

How to contact us

Please contact us by email at chair@eglintonglencairngardens.co.uk if you have any questions about our privacy policy or information we hold about you.