

Cobham Community Garden data protection policy

If you sign up as a member of the Garden, we store the following data about you (for some there will be less). We do not share any of this with anyone (but see Age & ethnicity below).

The Garden Directors may have access to some or all of this, which is used on Garden matters only.

Data	Purpose
Name	
Email address	To contact you with Newsletters, information about the garden or to ask for help, etc.
Town of residence	We don't use this except as anonymised data when applying for grants
Telephone number	Unlikely to use this unless we need to contact you in a hurry eg to change meeting times
Emergency contact & telephone number	We keep this in the Garden in case something happens to you.
Age & Ethnicity	Some sponsors ask us for anonymised summaries of this data over our entire membership
Medical issues	We use this information when you join to help us pitch your activities in the Garden in an appropriate way.
How you heard about us	
What gardening experience you have	
What you may be specifically looking for from your garden membership	

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure.

- We store the membership form you signed when you joined.
- We have a paper list in the main shed recording who visited the garden, together with date, and time in and out.
- We will delete all of your records if you ask us to.
- Garden Director Sylvia Williams currently controls the data.
- To exercise all relevant rights, queries of complaints please, in the first instance, contact sylviawilliams1872@gmail.com.