



The Cyclamen Society

www.cyclamen.org

Privacy Policy Statement

The Cyclamen Society is a United Kingdom based educational registered charity (No. 1172732) which has members who pay an annual membership fee that entitles them to receive a number of benefits.

Why we collect personal information and how we use it

We collect personal data from members and use this to maintain payment records, provide the benefits of membership and satisfy the requirements of the Society's Constitution. Personal data is stored in an encrypted and password protected computerised database. The lawful basis for collecting and processing this information is therefore the 'Legitimate Interests' of the member.

We use the data in order to distribute the Society's *Journal*, to administer the Society's seed distribution scheme and library, and to send out notices as required by the Society's Constitution. If you pay your membership subscription by direct debit then we will use certain data to collect those payments.

We do not use personal data for marketing. We do not sell personal data. We do not share personal data except as set out below for the delivery of membership benefits or receipt of payments.

We do not undertake any profiling of personal data.

What personal information we collect and where we obtain it

We collect and store the following personal data:

Name and postal address

Telephone numbers

Email addresses

Type of membership

Membership number

Date or year of joining

Records of membership subscription payments

If payment is made by direct debit or standing order we will also collect and store bank account details.

All personal information is as supplied by the member when joining the Society either directly or via PayPal, or subsequently when notifying us of amendments. Data concerning membership subscription payments may come from the member's bank. Personal data is retained for the duration of the membership or while payments are received, and for up to one year thereafter, unless specific notification of the termination of membership is received from the member or their executor.

How members may be contacted by the Society

We may contact members in connection with their benefits of membership, maintenance of their subscription or as required by the Society's Constitution, using any of the channels available using the personal information supplied by the member. For example, if the member supplies an email address or a telephone number then we may use this to contact them.

How and why we share data

We will only share personal information as follows:

Temporally, for the duration of the process, with the company with whom we contract to print and dispatch the Society's *Journal*, membership renewal letters, membership cards, or notifications as required by the Society's Constitution. This includes contact information and data that appears on the membership card.

If subscription payments are made by direct debit, with the agency or bank with whom we contract to collect direct debit payments. This includes bank account details, membership number and subscription amount.

Rights of the member

Members have the right to see the personal information that relates to them and is held by the Society.

Members have the right to amend their contact details, bank account details and type of membership.

Both these rights may be exercised by contacting the Membership Secretary, by email: membership@cyclamen.org or by letter at the address published in every December edition of the Society's *Journal*.

Policy agreed: January 2020