

# British Orchid Council

## Privacy of Information Policy

General Data Protection Regulations (GDPR) from 25th May 2018

June 2018

Author : Ian Parsons

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## Privacy Policy statement

The British Orchid Council (BOC) stores personal data in the BOC Database. This privacy policy sets out how the BOC uses personal data as required by the new General Data Protection Regulations (GDPR).

The BOC is a Membership Organization where the Members are in themselves separate individual organizations. Each such Member may propose an individual person to act as part of the BOC as a Delegate and as an Officer and/or a Trustee. As the BOC has no direct mechanism for inviting an individual to become a Member, it therefore falls to the Member Organizations to verify that personal information stored by the BOC is correct, and available for scrutiny by individual whose data is so stored.

### 1. What personal data is stored?

Personal data is collected directly through the Member Organization and not by the BOC or its Officers. Such personal information held about an individual is limited to:

- Name
- Current address
- Email address
- Mobile telephone number, if given
- Home telephone number

### 2. What use do we make of personal information?

The BOC will only use personal data to provide information about BOC and Member Organizations activities including, but not limited to, meetings, shows, trips and other orchid related events.

**The BOC will not disclose personal information to other people or organisations either freely or for monetary gain.**

### 3. Data retention period

Data is retained by the BOC indefinitely, and is managed directly by the Membership Organization to which the individual belongs, and which has submitted the data to BOC storage.

### 4. Individual's rights under the General Data Protection Regulation (GDPR)

- The right to be informed
- The right of access
- The right of rectification
- The right of erasure

Activation of any of these rights is the responsibility of the Member Organization to which the individual belongs, and that created the entry in the BOC Database.

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## 5. Data Security

Personal Data stored by the BOC is held in the BOC Database Server held on an Internet Service Provider's platform, and is Password protected. This service protects against viruses, spyware, malware, phishing, trojan horses and other online threats.

## 6. Reviewing, correcting or updating personal data

An individual has the right to review the personal data. If any of details are recorded incorrectly and need to be changed, please contact, in the first instance, the Member Organization responsible, or The BOC, email <mailto:ian.parsons@virgin.net?subject=BOC Personal Information>, with details of the required changes.

*End.*