



## COLOURFUL KILMACOLM

### PRIVACY NOTICE

Colourful Kilmacolm exists to promote for the benefit of the inhabitants of Kilmacolm and surrounding area without distinction of sex, race, age, political, religious or other opinions, the enhancement of the village of Kilmacolm through floral displays and planters in public spaces. Full membership of the group is open to all residents of Kilmacolm and the surrounding area on payment of an annual fee, the amount to be agreed annually at the AGM.

The affairs of the group are directed by a management committee whose members are elected at the annual general meeting and serve for 2 years. Members are then eligible for re-election.

The management committee elects from amongst its members a Chairperson, Secretary and Treasurer and such other officer bearers as the management committee may from time to time decide. An accurate record is kept of proceedings at all committee and general meetings.

#### **What we need**

Colourful Kilmacolm will be a “controller” of the personal information that you provide to us on our membership form.

When you register as a member of Colourful Kilmacolm or renew your membership we will ask you for the following personal information:

- name, address, telephone number, email address
- whether or not you wish to be a ‘volunteer gardener’

#### **Why we need your personal information – contractual purposes**

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- send you membership communications, by post or email, in relation to essential membership services, for example notices of AGMs, membership renewals, dates for volunteer gardening work.

#### **Who we share your personal information with**

Members’ personal information will not be passed to any third party.

If we take any photos at volunteer gardening days or similar events we may use this image for promotional purposes on our website, Facebook page or in a newspaper.

#### **How we protect your personal information**

Your personal information is stored on our secretary’s personal computer which is password protected.

#### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for two years.

### **Your rights**

You can exercise any of the following rights by writing to or emailing our secretary at the addresses below.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;

**Liz Reid  
Secretary  
Colourful Kilmacolm  
Newstead  
Castlehill Road  
Kilmacolm  
PA13 4EL**

**[liz.reid@me.com](mailto:liz.reid@me.com)**

- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Colourful Kilmacolm will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org](http://www.ico.org)