**\*\*\* With thanks to Avon and Somerset Gardens Trusts for the document samples**

**Avon Gardens Trust Membership Privacy Notice**

This Privacy Policy sets out the basis by which Avon Gardens Trust processes your personal data.

**Data Controller**

Avon Gardens Trust (AGT), registered charity no. 900377, company no. 2357099 is the ‘Data Controller’ for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.

**Storage and processing of your membership information**

AGT will store your membership information securely on the Trust’s membership database and may use your information in the following ways:

* To process your membership payment each year
* To process your Gift Aid payment every year (if relevant)
* To send you news and information of events and activities organised by AGT; occasionally to send you news from the Gardens Trust and other county gardens trusts
* To send you governance information including meeting dates, minutes and agendas
* To update your information

**Third parties and your information**

AGT uses third party providers to deliver parts of the services it provides to you. AGT will never sell your information to third parties. The following third parties are currently used:

* CAF Bank to process membership and other payments
* Microsoft Excel and Access to store your data

**Changes to your information**

The AGT will retain your information until you decide otherwise. If you would like to access the information the Trust holds about you, or if you would like to change any information that we hold, please contact the Membership Secretary by email at ………….. email address…………………. or by post to …………………………….

**This Privacy Policy may change, in which case we shall notify you**.