



DATA PROTECTION POLICY

INTRODUCTION

The Management Committee (MC) is committed to protecting your personal information.

This document gives you information on when and how we collect your personal information, how we use it and how we keep it secure.

The information you share with us enables us to run and organise the activities of MPG efficiently so that you can get the most out of your membership.

HOW WE COLLECT PERSONAL INFORMATION

Our source of personal information about you is the information that you provide when you complete an application for membership or to attend an event.

TYPES OF INFORMATION WE COLLECT

a) the membership list contains name, address, phone number(s), email, location of Mediterranean property (if any) , notes regarding payment and areas of special interest, and list of trips the member has been on

b) trip applications contain name, contact details, insurance details, emergency contact information ; for some trips additional personal information such as passport details and date of birth may be required for the trip

HOW WE USE YOUR INFORMATION

We use this information to support the efficient running of the organisation and to ensure that events and trips we run operate smoothly and provide a safe environment for your enjoyment.

Some locations we visit have their own additional security requirements and may need us to provide additional information such as your date of birth or passport details - where this is needed we will tell you on the application form what the information is needed for and ask you to provide your consent to pass it on to the organisation that requested it. Refusal to give consent where the location requires it will mean you cannot participate in the event.

HOW WE PROTECT OUR INFORMATION

We adopt robust information security policies to ensure that the information you share with us is kept secure from unauthorised access and improper use. Information regarding your membership, other than your name and dates of membership, is deleted when you cease to be a member, and information regarding events, other than a list of attendees and how much each paid (which we need for audit), is deleted within five years after the end of the event or earlier if you request it and accounts for the relevant year have been approved at an AGM

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