

Cobham Community Garden data protection policy

If you sign up as a member of the Garden, we store the following data about you (for some there will be less). We do not share any of this with anyone (but see Age & ethnicity below). The Garden Directors and Head Gardener may have access to some or all of this, which is used on Garden matters only.

Data	Purpose
Name	
e-mail address	To contact you with Newsletters, information about the garden or to ask for help, etc.
Town of residence	We don't use this but it's good to know roughly where people are coming from
Telephone number	Unlikely to use this unless we need to contact you in a hurry
Emergency contact & telephone number	We keep this in the Garden in case something happens to you.
Age & ethnicity	Some sponsors ask us for anonymised summaries of this data over our entire membership
Medical issues	We use this information when you join to help us pitch your activities in the Garden in an appropriate way.
How you heard about us	
What gardening experience you have	
What you may specifically be looking for from your Garden membership	

We store this in a spreadsheet and also keep an electronic copy of the membership form you signed when you joined.

We have a paper list of active members names in the Garden which shows hours worked (and discount earned) and emergency contact details (name & telephone).

We will delete all of your records if you ask us to.