HPS™
HARDY PLANT SOCIETY

People with a passion for plants

May 2026

Version 2

1. Privacy Notice – Hardy Plant Society [GROUP NAME]

The Hardy Plant Society Rutland Group ("the Group") is committed to protecting your personal information and respecting your privacy.

This Privacy Notice explains what personal information we collect, how we use it, how long we keep it, and your rights in relation to your personal data.

The Group is registered with the Hardy Plant Society ("HPS").

1.1. Who We Are

The Hardy Plant Society Rutland Group is a Local or Special Interest Group registered with the Hardy Plant Society.

The Group exists to promote interest in hardy plants, gardening and related activities for its members.

For the purposes of UK data protection law, the Group committee acts as the data controller for information processed by the Group.

1.2. Contact Details

Group contact: Richard and Jane Mawby

Email: rutland@hardy-plant.org.uk

Website: hpsrutland.webador.co.uk

You may contact the Group regarding privacy matters using the details above.

2. What Personal Data We Collect

Depending on your relationship with the Group, we may collect and process the following information:

- Name
- Postal address
- Email address
- Telephone number
- HPS membership number
- Group membership and renewal information
- Event booking information
- Communications sent to or received from the Group

We do not store full payment card details or banking information.

2.1. How We Collect Your Information

We may collect information when you:

- Join or renew membership of the Group
- Attend Group events or activities
- Contact the Group by email, telephone or post
- Subscribe to newsletters or communications
- Provide information through forms or booking systems
- Interact with the Group through the HPS

Some membership information may also be provided by the HPS where necessary for the administration of Group memberships.

3. Why We Use Your Information

We use personal information to administer the Group and provide services and activities to members.

This may include:

- Managing Group memberships and renewals
- Communicating with members about meetings, visits and events
- Sending newsletters and notices
- Organising events and activities
- Maintaining accounting and administrative records
- Responding to enquiries
- Maintaining accurate membership information

We do not sell personal information.

We do not share personal data with commercial organisations for marketing, advertising or profiling purposes.

4. Legal Basis for Processing

Under UK GDPR, the Group processes personal data under the following lawful bases:

- Legitimate Interests

Most Group administration activities are carried out because they are necessary for the legitimate interests of operating an effective membership organisation.

4.1.1. Contract

Where you purchase membership or book an event, we process information in order to provide those services.

- Legal Obligations

Certain financial and administrative records may need to be retained to comply with legal or accounting obligations.

5. Who We Share Information With

We only share personal data where necessary for the operation of the Group.

This may include:

- Group committee members and authorised volunteers carrying out official duties
- The Hardy Plant Society national office where required for membership administration
- Service providers acting on behalf of the Group, such as email or website providers

We do not share member information with other members except where necessary for authorised Group administration or activities.

Where third-party providers process information on our behalf, we take reasonable steps to ensure appropriate safeguards are in place.

6. How Long We Keep Information

Membership records are normally retained while you remain a member of the Group.

If your membership ends, your personal information will normally be deleted or anonymised within a reasonable period unless we are required to retain certain records for legal, accounting or administrative purposes.

Certain financial records may need to be retained longer to comply with HMRC or other legal requirements.

7. Your Rights

Under UK data protection law, you have the right to:

- Be informed about how your data is used
- Request access to the personal data we hold about you
- Request correction of inaccurate or incomplete information
- Request deletion of your personal data in certain circumstances
- Request restriction of processing
- Object to processing carried out under legitimate interests

To exercise any of these rights, please contact the Group using the contact details above.

You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO):

Information Commissioner's Office

Telephone: 0303 123 1113

8. Security of Your Information

The Group takes reasonable technical and organisational measures to protect personal information against unauthorised access, loss, misuse or disclosure.

These measures may include:

- Password-protected systems and documents
- Restricted access to member information
- Secure handling of paper records
- Appropriate procedures for volunteers and committee members

Although reasonable precautions are taken, no method of electronic storage or transmission can be guaranteed to be completely secure.

9. Websites, Emails and Cookies

If the Group operates a website or uses online services, limited technical information such as cookies or anonymous website analytics may be collected to help improve services and website operation.

You can normally control cookies through your web browser settings.

10. Changes to This Privacy Notice

This Privacy Notice may be updated from time to time to reflect changes in legal requirements or Group activities.

The latest version should always be made available by the Group.