

## **North West Britain in Bloom Privacy Notice**

In this notice, whenever you see the words “we”, “us”, “our” it refers to North West in Bloom.

The privacy and security of your personal information is extremely important to us. North West in Bloom Region, collects, processes and use your personal information strictly in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulations (GDPR).

This privacy notice explains what personal information we collect about you and how it is used.

### **Who we are**

North West in Bloom is a voluntary, regional organisation that administers the Royal Horticultural Society (RHS) Britain in Bloom and It’s Your Neighbourhood Competitions in the North West region of the UK.

### **What personal information do we collect about you?**

The personal information that we collect about you is used to help us manage and run Britain in Bloom and It’s Your Neighbourhood in our Region/Nation.

We will only collect the information about your Britain in Bloom or It’s Your Neighbourhood group that we need.

Personal information that we collect includes

- full name
- group name
- postal address
- email address
- telephone numbers

### **When and how do we collect personal information about you?**

We collect information about you when you register your Britain in Bloom or It’s Your Neighbourhood group with us using our application form.

### **How will we use the personal information about you?**

We will use the information you provide to manage your entry into Britain in Bloom/It’s Your Neighbourhood, organise site visits, judging and or assessments, provide feedback reports and certificates, and organise invites to Award ceremonies. In addition the information will be used to provide you with information about events and also provide you with support and advice.

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

The information collected will be shared securely using Secure File Transfer Protocol (SFTP) with The RHS who will send you communications relating to Britain in Bloom and It's Your Neighbourhood. We will also share your data with our Judges and Assessors for the purposes of the competition.

We do not share your information or sell your information to any other organisations.

### **How we store your information**

Northwest in Bloom will store and process the data we collect securely. Electronic records will be stored on a password protected Access database stored on a shared cloud based storage, One Drive, with all synchronisation performed over an encrypted connection. Paper records will be stored in a locked cabinet inside a locked office in the Rural Business Centre (RBC) at Myerscough College. The RBC has appropriate security measures in place. Your data will not be stored longer than is appropriate after which any personal data will be deleted appropriately.

### **Right of access**

You have the right to request a copy of the personal information that we hold about you at any time. If you would like a copy of some or all of your personal information, please email [info@northwestinbloom.com](mailto:info@northwestinbloom.com) or write to us at Northwest in Bloom, RBC, Myerscough College, Bilsborrow, Preston, Lancashire, PR3 0RY.

You also have the right to request the data we receive from you is:

- updated
- deleted if you no longer wish to be part of the competition
- restricted to certain processing.

### **Changes to our Privacy Notice**

We may update this Privacy Notice to ensure that it remains up to date and incorporate any new legal requirements.

### **How to contact us**

If you have any questions about our Privacy Notice or about the information that we hold about you please contact us at Northwest in Bloom, RBC, Myerscough College, Bilsborrow, Preston, Lancashire, PR3 0RY: [info@northwestinbloom.com](mailto:info@northwestinbloom.com).

You can find out more information on Data Protection on the Information Commissioner's website- <https://ico.org.uk/>

This Privacy Notice was last updated on 21<sup>st</sup> July 2019.