

Aberglasney Privacy Policy

The data we collect – How, Why & Who

The personal information we process is provided to us directly by you upon completion of our Membership form or upon Renewal.

This includes:

- Name
- Postal Address
- Telephone Number
- Email Address
- Bank Details – in the case of paper DD payment

We use the information that you have given to us in order to exercise your Membership and keep you informed of Aberglasney and its activities.

Only the team at Aberglasney has full access to the personal data of members.

Member's data is stored securely with in a SheepCRM System with any paper copies kept at Aberglasney.

Name and Email Address information are also stored with in a Mailchimp database to facilitate the dispatch/receipt of an email newsletter.

We do not store any bank details or payment information unless your payments are processed via our paper DD system.

The complete data set will not be shared with any third party unless legally obliged to do so.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the office - contact details are below.
- (b) We have a contractual obligation – in the form of your Membership.

We keep your personal data for the length of your active membership period. At the end of your membership, your data will be archived and retained for 5 years, after which it will be deleted, and any paper copies will be securely destroyed.

You can request that we remove your data at any time, and you can opt out of receiving all non-essential communication from ourselves at any time. To do so please contact the office – contact details are below.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the office if you wish to make a request – contact details are below.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint by contacting the office – contact details are below.

You can also complain to the ICO if you are unhappy with how we have used your data, please see their website for information on how to do so: <https://www.ico.org.uk>

Contact Details

If you would like to contact the office you can do so via post, phone or email. Our contact information is as follow:

The Office
Aberglasney Gardens
Llangathen
Carmarthen
SA32 8QH

Phone: 01558 668 998

Email: info@aberglasney.org