Markwick Gardens wouldn’t want to use your personal data in a way that you wouldn’t expect. This Privacy Policy explains how we protect your privacy and how you can control the way we use your personal information.

If you have a question about how your personal information is used, please contact us by email info@markwickgardens.co.uk, or write to us at The Committee, Markwick Gardens, Markwick Terrace, St Leonard’s on Sea, East Sussex TN38 0RE.

# We collect personal information about you:

When you fill in a form on our website or contact us via phone or email to become a member of Markwick Gardens.

# What personal information do we hold about you?

We normally ask you to provide us with:

* Your name
* Your contact details including your address, phone number and email address
* Your dog’s names
* Details of how you would like us to contact you.

# Our legal basis for using your personal information

1. Fulfilling your membership contract: The information we collect from you is necessary to allow us to fulfil our contract and communicate the information you need to fully enjoy and access the gardens during your period of membership, such as providing you with gate access codes and advising you of the membership events and meetings to which you are entitled to attend.
2. Consent to contact you: When you become a member of Markwick Gardens you are asked to give your consent for us, to contact you about Markwick Garden’s matters. By opting in you are giving your permission for us to process your data using ‘consent’ as our legal basis. If you have given consent to our use of your personal information, you are entitled to withdraw this consent at any time.

# How we use your personal information

We use the personal information you provide to:

handle the administration of your membership, alert you about members meeting, advise you of renewal dates and to tell you about our latest news and garden events.

# Sharing your personal information

We respect your privacy and will not share, sell or lease your personal information. The information you provide us may only be accessed by our Committee Members for Markwick Garden purposes.

Where we use trusted suppliers to help us deliver our service to you, we allow the supplier concerned limited access to the personal data they need to provide their service.

All personal information sent to our trusted suppliers is transferred securely. and they are not allowed to use your information for their own business purposes.

# Your rights regarding our use of your personal information

You have the following rights:

* To know that your data is being processed
* To access your personal data
* To have your information corrected if inaccurate
* To request that your data be erased

# Accessing your Data

You have the right to request a copy of the information that we hold about you. We will provide this to you free of charge once we have confirmed your identity within 30 days of receipt of your request. If you would like a copy of some or all of your personal information, please email info@markwickgardens.co.uk, or write to us at The Committee, Markwick Gardens, Markwick Terrace, St Leonard’s on Sea, East Sussex TN38 0RE.

Unless you specify otherwise we will provide your information electronically.

# How we keep your personal information up-to-date

You have the right to ask us to correct any inaccuracies in the personal information we hold about you.

We keep your information accurate as follows:

* By giving you the opportunity at any time to contact us to correct or change your information
* We may ask you to confirm certain details annually should you renew your membership
* When we receive undelivered mail or email we will update our records accordingly.

# How we keep your personal information safe

We use administrative, electronic and physical security measures to ensure the information we collect about you is protected from access by unauthorised persons and protected against unlawful processing, accidental loss, destruction and damage.

By using our website and/or membership services, you acknowledge and agree that, except to the extent required by the Data Protection laws, we shall not be responsible for any unauthorised use, distribution, damage or destruction of personal data.

# How long we keep your personal information

We will only retain your information for the period of your membership, which is normally one year, and will automatically erase it if you do not renew.

# What to do if you have a complaint about our use of your personal information

If you have a complaint about the information we hold or how we use that information, please contact our Committee by email info@markwickgardens.co.uk, or write to us at The Committee, Markwick Gardens, Markwick Terrace, St Leonard’s on Sea, East Sussex TN38 0RE. The committee will deal with your request promptly. If you are not satisfied with the way your complaint was handled, you can refer your complaint to UK [Information Commissioner’s Office](https://ico.org.uk/concerns/).

# Changes to this privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated on 25 May 2018.