

## Nant y Bedd Garden

### General Data Protection Regulations Compliance (Privacy) Statement

Nant y Bedd Garden's (NYBG) objective is to be fully compliant with the provisions of the General Data Protection Regulations, which come into force on the 25<sup>th</sup> May 2018. This Statement documents what data we hold on Individuals and what we do to protect it.

1. NYBG holds the all or some of the following data on Individuals:-
    - Name
    - Telephone Number(s)
    - Email Address
  2. This data has been provided directly by the Individual, except where additional data has been supplied by the lead person booking an event about other people within his/her group.
  3. NYBG has a Legitimate Interest in holding this data so that it can send information to Individuals about NYBG and events within it.
  4. NYBG will ensure that it always keeps Individuals rights in high regard and take account of these rights.
  5. NYBG will not pass this data on to any other person or organisation, except as required by law.
  6. NYBG will hold this data until the Individual requests its removal. It will then be removed from mailing lists.
  7. To comply with legal requirements from HMRC, data will be held for 6 years from the end of the financial year in which the Individual asks to be removed from mailing lists.
  8. For people paying for services via bank transfer, we hold your details on our bank statements, but do not process them in any way. These statements, by law, will be held for 7 years.
  9. Individuals have the right to object to NYBG holding this data and may ask for it to be removed, subject to the requirements of (7) above.
- If you have any questions about this statement or wish us to remove your data from our files please email [garden@nantybedd.com](mailto:garden@nantybedd.com)