

Small Farm Training Group – Privacy Policy

This privacy policy explains what data we collect as well as how and why we use your personal data.

What personal data do we collect and how do we get it?

We will collect your personal data when you join the group, book on workshops or renew your membership. The personal data you give us is any information which identifies you, or which can be identified as relating to you personally, such as your name, address, phone number, email address, your interests or member number.

We may also automatically collect information when you use our website. This may include the pages you have visited, information about the device or browser you are using, any errors you encountered and data relating to any online transactions such as workshop bookings or membership renewals.

How we use your personal data?

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing your personal data is that we have a legitimate interest.

We use:

- your postal address to send out membership cards, newsletters (if requested) and invitations e.g. to the Annual General Meeting
- your email address so that we can send you a digest of posts from our Forum, membership renewal notifications and information on workshops, meetings or events run by the group. We may also use your email address to let you know if a workshop/event that you have booked is cancelled at short notice
- your personal data, where you have given us your consent to do so, to seek your views about what we do.

It is not our policy to circulate information on our members unless required by law to do so. However, for some companies offering discounts to our members we may be required to share your personal data with them to enable a discount to be provided to you.

Financial Information

If you have paid for your membership subscription or workshop by PayPal or by Square or similar, the group will not see any financial details but will see your name and e-mail/phone number and possibly your address. Each payment platform has its own terms and conditions. If you set up a Standing Order to pay for your membership subscription, we will have seen your details when we forward it to your bank, but we will not record your account details. If you pay for a workshop or subscription by bank transfer, we will not see details of your account. If we refund you for a workshop (or pay an invoice from you) via a bank transfer, we will need your sort code and account details, and these will remain securely held in our Lloyds account until they are removed by Lloyds.

How we store your personal data

Your personal data is securely stored on the group's database. You can update or amend your personal data at any time by logging into the Forum on the 'membership' section of our website.

We retain information on ex-members for one year after expiry, after which your personal data will be deleted from our database.

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 data.

Your right to rectification - You have the right to ask us to rectify personal data 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 data in certain circumstances.

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

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

Your right to data portability - You have the right to ask that we transfer the personal data 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.

If you have any questions relating to this privacy policy or wish to make a request, please send them to membership@sftg.org.uk or post them to the Membership Secretary, Upper Old Mill Farm, Marklye Lane, Heathfield, East Sussex TN21 8QB.

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