



GLDA DATA RETENTION POLICY

The Garden and Landscape Designers' Association (GLDA) holds personal information on file relating to its subscribed members and Friends to include (depending on the category) name, address, telephone, email, website, biography, awards, education, sample work and testimonials. In addition, it also holds the name and email of other individuals who have signed up to receive occasional emails about the GLDA's activities, on the 'information' category electronic database.

All electronic databases are stored in password protected cloud-based storage and accessed primarily via a password protected computer. No hard copy of any database is held.

Data pertaining to subscribed members and Friends (all categories) is retained as long as the annual membership subscription is valid. Each year in March, these individuals are invited to re-subscribe. After 9 months, anyone who has not renewed their subscription is removed from the membership database. Their details are re-categorised as 'information' subscribers.

A list of the names of Full and Fellow members at the end of each financial year are retained indefinitely in hard copy in the statutory Company Register book held by the GLDA.

Data pertaining to 'information' subscribers is retained until such time as a request to unsubscribe from the list is received, or until an automated 'bounce back' is received when an email is issued.

All emails issued to all categories of subscriber/member all carry an option to unsubscribe.

In addition to the above, electronic and hard copies of all invoices issued by the GLDA to sponsors, members, advertisers and others are kept in the GLDA's accounting system. These invoices contain the name, postal address, email address and contact name for each recipient. The electronic copies are stored in password protected cloud-based storage and accessed primarily via a password protected computer. They are retained for 7 years as required by the Irish Revenue Commissioners.

Last Updated: 10 September 2021