

MACHEN AGRICULTURAL SOCIETY

PRIVACY AND DATA PROTECTION STATEMENT

Purpose

The purpose of this document is to establish the obligations and requirements Machen Agricultural Society believes it is responsible for under legislation and to comply with what is considered good practice.

The Society has written this policy to protect its Members, Volunteers, Exhibitors, Friends Family and Children of Exhibitors, Website and Social media Users and Members of the Committee.

Context

The Society considers the most likely information to be held to be. (This list is not exhaustive)

- Names of Exhibitors
- Names of Exhibits
- Ages of Exhibits and Exhibitors
- The Address of Exhibits and Exhibitors
- Dates of Birth
- Telephone Number
- E-mail addresses
- Website visits and Cookies

Our Commitment to you.

The Society has considered how information retained whether verbal, written, photographic or intellectual will

1. Be processed fairly and lawfully

It is not the Society's intention to breach and law or regulation at any time

2. Be obtained only for specific, lawful purposes

The Society will retain the information it requires about its core business which it considers to be the holding of its annual show

3. Be adequate, relevant and not excessive

The Society does not intend to store extensive or intensive information

4. Be accurate and kept up to date

The Society will endeavour to keep information up to date. To do this we ask you to update us

5. Not be held for any longer than necessary

Should you ask us in writing to delete or remove the information we hold on you, we will.

6. Processed in accordance with the rights of data subjects

It is not the Society's intention to breach and law or regulation at any time

7. Be protected in appropriate ways

The Society will ensure safeguards as to how it stores your information whether electronically or otherwise

8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection. The Society does not operate outside of the UK

What we ask of you.

Should you wish us to remove your details from our records please contact us in writing to the Chairman.

Please keep us informed of any name, address or contact detail changes if you wish us to send you information.

Compliance

The Society believes that the Show Committee Members and Officers have a duty to promote the importance of Data Protection. The Officers are the designated Data Protection Officers for the purpose of compliance with the Act.

Data Storage - Paper

The Society has risk assessed the data it is likely to store on persons that provide it with information. It regards the nature of information held as limited and the harm that can be caused by the imparting of this information as low. The Society will however take all reasonable steps to ensure Data Protection.

This information is typically limited to specific areas of the show that are of interest to the individual who supplied the information.

For Illustration -This means that if an Exhibitor enters the 'Horse' section of the show. The Horse Secretary may in the future contact the past exhibitor with details of any future show. The Society considers its core business as the holding of its annual agricultural show. It will not send out in any continued significant mail shot, e-mail marketing (of Spam proportions). The Society will not make a nuisance of itself or bombard individuals with information relating to future events.

Where information is stored by paper means it will not leave this information unsecured. This

means that any person who does not need to see this information will not have sight of it. The Society will ensure papers are locked or secured in a drawer, filing cabinet or room – or in such a way as to prevent unauthorised review.

Information stored by paper means will be destroyed securely by shredding when no longer required.

The Society regards that financial information held is very restricted. Where transactions are paid by online means it will rely on any process required by the relevant bank. It will not retain copies of any financial information.

Data Storage – Electronic

The Society will ensure that strong passwords are used wherever Show Committee Members and Officers need to send or receive information.

Websites, E-mail Exchange Servers, social media platforms are to be encrypted/protected by Firewall in accordance with good practise.

Other

The website and social media sites contains numerous photographs of crowds or groups of people. We do not wish to offend or cause harm or upset. Where we are requested to remove photographs or similar from the website/social media we will review the photograph and respond to you. We may obscure faces to hide identities etc. Where Children are the subject of a photograph we will endeavour to obtain parental consent. It is our intention only for photographs to portray the spirit and atmosphere of the event. We recognise that people may intentionally or unintentionally feature in these photographs and that they may in some cases very much feature within the picture. Please consider the Photographs in the spirit they are intended.

Non-Personal Information

We may from time to time look at non- personal information provided by you either directly or non-directly. When you visit our website/social media pages, we may look at the browser you use etc to establish if we can improve the sites for your enjoyment. We may also analyse Cookies in order to do this. This information is anonymous. It may be collected only to ensure our platforms remain functional enjoyable and friendly to use.

Machen Agricultural Show Society