

## GRANDSDEN AND DISTRICT AGRICULTURAL SOCIETY

### GENERAL DATA PROTECTION REGULATION 2018

#### PRIVACY POLICY

This policy explains when and why we collect personal information about people who visit our website, or participate in our activities, in particular at our Annual Show, including visitors, members, exhibitors, judges, stewards, or other volunteers. It explains how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

Any questions regarding this Policy and our privacy practices should be sent to the Society's Secretary (full contact details on our website – [www.gransdeshow.org.uk](http://www.gransdeshow.org.uk) ).

#### **Who are we?**

We are the Gransden and District Agricultural Society (GDAS). We are a registered charity (no. 1133252) and a company limited by guarantee (no. 07007505). Our principal activity is the organisation of our Annual Show (Gransden Show).

#### **How do we collect information from you?**

We obtain information about you when you carry out any of the following activities:

- Register on our website,
- Apply for Membership,
- Become a competitor, judge, steward, or other volunteer at the Annual Show,
- Request the Secretary to send you information.

Whilst all visits to our website are logged, they are only identified by IP (Internet Protocol) addresses, and we make no attempt to relate these addresses to people, or organisations. Website logs are only available to the Website Administrator and the Webmaster.

#### **What type of information is collected from you?**

We may collect the following information from you:

- name,
- contact details,
- whether you are a Member,
- people on whose behalf you have made entries to show classes (competitions); where you make such entries, the only information you will be providing is their name,
- details of entries you have made to show classes in our Annual Show; this will include names (only) of riders/handlers, and details of horses and livestock shown.
- payment details; this is restricted to the amount and date of payments and for what they were made; we use an independent payment processor to process online payments and we have no access to payment card details; should we take payment card details manually, we will not retain these.

#### **How is your information used?**

We may use your information to:

- process payments of subscriptions and entry fees,

- keep you informed of activities at the Annual Show in which you might reasonably expect to be interested based on your past contacts with GDAS, for example, by advising you of:
  - the date, time and location of the Annual Show,
  - the schedule of classes for the Annual Show,
  - deadlines and other requirements for entering classes at the Annual Show,
  - how to enter classes at the Annual Show
- supplying you with tickets and badges,
- supplying you with identification for competitors and exhibits,
- publishing the show catalogue and results of show classes (neither of which shall not include contact details of individuals).

We consider that the above are legitimate interests of GDAS, constituting a lawful basis for use of your personal data.

Where we are supplying information only, we shall use email by default - post will only be used where we do not have your email address. There are a number of items (described above) which can only be sent by post.

### **How long will your data be kept?**

We will remove your contact details and names of people on whose behalf you have made entries to show classes if we have had no contact with you for two consecutive years.

Other data will be kept for archival reasons; GDAS has a long history and we believe that there should continue to be a permanent record of activities at the Annual Show over the years.

### **Who has access to your information?**

The Secretary is responsible for mailings (electronic, or postal) to potential visitors, members, or exhibitors. In addition to the Secretary, Stewards may also occasionally need to contact exhibitors, or judges about arrangements for the Annual Show.

We will only pass your information to others if we are required to do so by law, for example, by a court order, or for the purposes of prevention of fraud or other crime.

We will not sell or share your information with third parties for marketing or other commercial purposes.

### **Website**

GDAS acts responsibly in the use of the its website and adheres strictly to the following rules:

- personal information will not be reproduced without prior consent,
- no references will be made to any child's personal information, or home address,
- no photographs that are in any way inappropriate will be permitted to appear,
- all material provided for inclusion on the GDAS website will be subject to review and editing by the GDAS Webmaster to ensure compliance with GDAS Website policy.

Our website may contain links to other websites run by other organisations. This Privacy Policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. GDAS cannot be responsible for the privacy policies and practices of other sites even if you access those using links from our website. In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of that third-party site and recommend that you check the policy of that site.

### **How can you access, update, or remove your information?**

If your details change, or you find that any information we hold is inaccurate, or out of date, please contact the Secretary.

If you wish any, or all of the information we have about you to be removed, please contact the Secretary. However, you should be aware that we need a minimum of information about you to administer your membership, or your entries in show classes.

You have a right to a full copy of all information we hold about you and may contact the Secretary if you wish to receive this.

### **Profiling**

The information we collect on you may enable us to profile you regarding your interests with respect to the Annual Show (specifically from the classes you enter) and this may affect whether we contact you about specific aspects of the Show.

We do not use cookies on our website.

We will not use your IP address to profile you.

### **Children**

Children under 13 may not consent to their information being stored. Entry forms and online entries should be completed by their parent, or guardian. This will involve no more personal information than their name.

### **Transferring your information outside Europe**

GDAS does not envisage that the information you provide to us is likely to be transferred outside the UK.

If, however, you use our website, or communicate with us, while you are outside the UK, your information may be transferred outside the UK.

### **How is your information kept secure?**

- We use a secure website (https) which encrypts any information you provide online.
- Your access to your personal data is password protected. You are responsible for keeping your password confidential and we ask you not to share your password with anyone. We ask you to choose a different password from those you use elsewhere and to avoid obvious passwords.
- We store your password in an encrypted form.
- We enforce passwords of a degree of complexity that reduces the risk of guessing without making them too difficult to remember.
- To prevent passwords from being cracked by “brute force”, we suspend login for five minutes for any user who has entered an incorrect password more than four times.
- As already stated, we do not use cookies. This will reduce the risk of information being stolen when you visit other websites.
- Email is insecure and we will transmit a minimum amount of sensitive information by this method. We cannot guarantee the security of any information you transmit to us and you do so at your own risk.
- We take all precautions against known security risks, paying particular attention to advice collated by the Open Web Application Security Project (OWASP).

- Please contact the Secretary, who may refer you to our Website Administrator, if you want any further information on our security precautions.

### **Review of this Policy**

We keep this policy under regular review. This policy was updated in May 2018.

### **Complaints**

If you think there is a problem with the way we are handling your personal data, you may make a complaint to the GDAS Secretary.

You have a right to complain to the Information Commissioner's Office (ICO) Website [www.ico.org.uk](http://www.ico.org.uk) tel: 01625 545 745.