

# **Grendon Show Privacy Statement**

The Grendon Show committee ('we', the 'Committee') respects your privacy and is committed to protecting your personal data. This privacy notice tells you how we look after your personal data when you visit our website, contact us or take part in the Show and tells you about your privacy rights.

## **About us**

For the purposes of data protection legislation, the Committee is the "data controller" which means that the members of the Committee are responsible for how your information is used and how it is stored. The Chair is the person responsible for ensuring that the requirements of data protection legislation are complied with. They may be contacted by e-mail through [grendonshow35@gmail.com](mailto:grendonshow35@gmail.com).

## **The Personal Data we hold on you**

'Personal data' is information that identifies you as an individual and relates to you. This data will have been provided by you through direct interactions. You may give us your data when corresponding with us by post, phone, email or otherwise.

- The personal data we hold will be held in our files and may include; name, home address, contact telephone numbers, e-mail address, bank details for payments (if applicable).
- We retain copies of written and electronic communications we receive from you.
- We record details of any donations or payments you make/ sponsorship you provide if applicable. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## **How we use your personal information**

The personal information we hold about you may be used for some/all of the following:

- To communicate with you about your interest in the Show
- To inform you about the Show organisation, your attendance at the Show and to perform a contract with you if you have been booked to attend our event
- To keep you informed about Show meetings and activities, future Shows etc
- To process payments due to you
- To send you invitations, newsletters, Show reports, request the return of prize cups etc
- For historical, research or statistical purposes.

We have a legitimate interest in processing your personal data i.e. we have an interest in ensuring that you receive all the information required for you to be a part of the Show. We do not rely on your consent to use your personal data.

### **How we contact you**

You may be contacted by email, telephone or post. Please tell us if you do not wish to be contacted by these means.

### **Who we share your data with**

- We share your details with members of the Committee, never with anyone seeking to contact you who is not on the Committee without your consent.
- We may share your information with trusted third parties to help us perform certain tasks. They only use your data for our specified purposes.
- In accordance with our legal obligations we may share your personal information with the police or other authorities as the need arises.
- We may need to share information with the emergency services if, for example, you are injured at our annual event. We may also share your information with our insurers.
- The information we share will be strictly limited to the personal data required for each task.

### **Third party links**

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you visit another website via one of the links, we encourage you to read the privacy notice of every website you visit.

### **How we keep your data safe**

Your personal data will only be available to members of the Committee and third parties as described above.

### **How long will we keep your information?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for. We will keep copies of written or electronic communications from you for at least 24 months. Thereafter, we may destroy or archive the material.

We will keep financial information we hold about you for at least 6 years, in compliance with our legal obligations.

## **What action we take if your data is breached**

Whilst every effort is taken to protect your data, breaches can arise. A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. For example, if someone accesses the data or passes it on without proper authorisation. In that event, we will take remedial action as a matter of urgency.

If you are worried that your personal data has been compromised, and you believe this may be due to some action on the part of the Committee, you should draw this to the attention of the Chair as soon as possible, in order that it can be properly investigated.

## **Your rights**

Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can ask what information we hold about you and be provided with a copy;
- you can ask us to delete the information that we hold about you;
- you can ask us to send you, or another organisation, certain types of information about you;

If you wish to exercise any of the above rights, you should write to the Chair explaining what action you want us to take and the reasons for doing so.

## **Embedded content**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.