

GLANTON & DISTRICT HORTICULTURAL & INDUSTRIAL SOCIETY

DATA PROTECTION PRIVACY POLICY

WHO ARE WE?

In this document 'we' refers to the Glanton & District Horticultural and Industrial Society, registered charity number 515284. We are often referred to as Glanton Show. We can be contacted through our secretary,

Mrs Elizabeth Knox
Old Wheelhouse
Whittingham
Alnwick
NE66 4UP

WHAT PERSONAL DATA DO WE PROCESS?

1. Volunteer contact details, for committee members and for a wider pool of volunteers including judges who assist at the show or other events; name, address, phone, email.
2. Information on show entrants and potential entrants; name, contact details as above, classes entered, age if junior.
3. Information on donors to enable completion of Gift Aid claims; name, contact details as above, amounts donated, whether Gift Aid claimable.
4. Contact details for advertisers, sponsors including for Race Night, stall holders, entertainers; name, contact details as above.
5. Name and phone number for 100 Club participants.

WHAT DO WE DO WITH THE DATA?

1. We contact volunteers and judges to request help at events (eg the annual show, various fundraising events).
2. We send copies of our show programme each year to people who have previously entered the annual show and who we believe will find it of interest.
3. We use show entry forms to enable us to track prize winners at the show, including cup or trophy winners.
4. We write and email to thank volunteers, helpers and donors.
5. We may publish the names of class, Cup and Trophy winners at the show, on our website and in the local newspaper, subject to permission having been obtained by an opt in box on the entry form. We may include photographs of entries and/or entrants.
6. We contact advertisers and stall holders each year.
7. With the exception of giving names of sponsors to the Race Night organiser for production of the programme, we do not share any data with any other organisation, unless required by law to do so.

WHO PROCESSES PERSONAL DATA?

1. Chairman updates Show manual
2. Treasurer, Secretary, Entries Secretary and appropriate volunteers use information on Entry forms.
3. Treasurer compiles & submits Gift Aid declarations.
4. Secretary, treasurer and stalls secretary use details of advertisers, sponsors, judges, stall holders and entertainers to manage running of show and receipt and payment of funds.
5. Committee member produces show programme which includes details of advertisers, sponsors, Committee members and donors.

HOW WE STORE DATA AND KEEP IT SECURE

1. We store entry forms etc in paper copy, held by the Entries Secretary until end of Show Day then retained by the Secretary for one year.
2. Lists of show entrants names (no contact details) and classes entered are held on computer by the Entries Secretary until end of Show Day, and by the Treasurer until approximately one week after Show Day.
3. Contact details for cup winners are retained in paper form by the relevant volunteer until cups are returned to the Show organisers the following year, and names are recorded in perpetuity on cups and trophies.
4. Gift Aid declarations are held in paper form by the Treasurer for as long as legally required (6 years from the end of the accounting period to which they relate), thereafter they are shredded. Lists of Gift Aid donations are kept on the treasurer's computer and sent to HMRC via their website.
5. All computers used for show purposes are protected by appropriate up to date internet security and firewalls are always enabled. Lists including names and other personal data are password protected.

YOUR RIGHTS

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for (e.g. processing your donation or registering you for an event) we will do so. You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them. If you want to access your information, send a description of the information you want to see and proof of your identity by post to the Secretary at the address above. We do not accept these requests by email so we can ensure that we only provide personal data to the right person. We will respond within one month. You have a right to complain to the Information Commissioner's Office if you think there is a problem with the way we are handling your data.

UPDATES

We review our privacy policy from time to time and may make changes. The last review was in May 2018.