

## DATA PRIVACY POLICY

### **Slaley Show Society**

Slaley Show Society began life in 1845 as the Slaley and Hexhamshire Floral and Horticultural Society Show, but by 1870 it was known as the Annual Sunday School Festival and Flower Show, and in 1902 it changed its name again to Slaley Flower, Butter and Poultry Show. In 2019 the Slaley Show Society will celebrate its 160<sup>th</sup> event.

1. This policy covers Slaley Show Society.
  - The information we collect
  - Why we collect it.
  - To whom we disclose your personal data.
  - How we store your data
  - Your rights and how you can see, update or delete your personal data
2. This policy covers the responsibilities of all those who are in digital contact with the Slaley Show Society.

We collect your information (name, address, email and bank details) when we:

- **ask for new membership or renewal of membership.**
  - We ask for this so that we can keep you informed of Slaley Show Society matters.
  - We ask for this so that we can ask you to renew your membership.
  - We do not disclose your information to others outside the membership.
  - The full data set is stored on the Slaley Show Society computer and on dedicated data hard-wear by members of the committee with a responsibility which means they need access.
  - You can review the data we keep by contacting the membership secretary whose contact details are on the Slaley Show Society website.
- **contact you to provide us with a service associated with the Show day or fund raising for the Show.**
  - We ask for contact details to enable us to work with you.
  - We do not disclose your contact details beyond 'the Committee'\*. We may share your contact details within 'the Committee' to enable the best person to work with you.
  - We do not keep your data in a group email file. This data may be held on the Slaley Show Society's computer or on the mobile phone of the person you have contacted.
  - You can review the data we keep. The Secretary is your primary contact. For details see the Slaley Show Society website.
  - If you provide a service, you may have provided the Treasurer with bank details so that we can pay you. This data is kept by Lloyds Bank and is accessed through a secure server. This data is never shared.

\*'the Committee' – members of 'the Committee' are elected at the AGM and their names and contact details are found on the Slaley Show website and within the Slaley Show Schedule.

- **are contacted by you.**
  - We may ask for your contact details so that we can deal with your query or a complaint but we will ask before we do so.
  - We will not save your details on any device after we have dealt with your query.
  - You can review the data you ask us to keep by contacting the Secretary whose contact details are on the Slaley Show Society website.

### **A contact by you may be a complaint**

If you make a complaint to us, you can do so via email the complaint is saved by us in a secure location and will be destroyed, if you wish it to be, after consultation.

### **The digital services.**

This includes our website and Facebook page.

We do not collect or store your personal information from these platforms, nor do we analyse any aspect of the digital footprint.

### **The responsibilities of all members of the Slaley Show Society and stakeholders who may hold data associated in any way with the Slaley Show Society.**

You have the responsibility to hold the data securely, to be thoughtful in any data transaction you have so that data is not shared inappropriately. Data must never be sold.

MEMBERS. Please do not share the data outside the membership group by using 'cc' to other people when Slaley Show members addresses can be accessed.

If you are unsure what this means please ask a member of the Committee.

### **The Legal Stuff**

Under the General Data Protection Regulations, **you have rights** as an individual. You can read more about your individual rights on the Information Commissioner's Office website at [ico.org.uk](http://ico.org.uk).

We keep our privacy policy under regular review. This privacy policy was last updated on 25<sup>th</sup> May 2018.