KEIGHLEY & DISTRICT
AGRICULTURAL SHOW

PRIVACY POLICY

Introduction

Keighley & District Agricultural Show Society ("the Society") collects, uses, stores and otherwise processes "personal data" for the purpose of running the annual Keighley & District Agricultural Show ("the Show").

The Society is committed to protecting your personal data and handling it in accordance with the requirements of the General Data Protection Regulation (GDPR). This Policy sets out how the Society manages those responsibilities.

Who is the responsible person?

Because of the nature of the Society's Management Committee, whereby organization of the Show is shared between a number of sections, there are a number of Committee Members who collect, use and store personal data. A list of named "responsible persons" will be updated each year at the Society's Annual General Meeting, and each responsible person will sign to confirm their responsibilities under this Policy. This Policy applies to all personal data which responsible persons process and store regardless of the location where that personal data is stored.

What information do we collect?

We only require a minimum of personal data and this typically consists of name, postal address, email address, telephone number, ie "contact information".

What do we use the information for?

	Information we hold	How we use the information	Responsible person
Exhibitors	Contact information and entry details. Dates of birth are required for under 16 exhibitors to verify their entry for a junior class	• To send you tickets and other items relating to your entries • Names only of prize winners may be released to the local press. • If winners are accumulating points towards a national competition, details will be shared with the relevant breed society; organizing or regulatory body etc	Relevant Section Secretaries

Judges	Contact information	• To send you tickets etc for Show day • Name and town of residence will be published in the Schedule of Classes • We may share contact details with other Shows looking for recommendations	Relevant Section Secretaries
Sponsors	Contact information and category of sponsorship	• Correspondence and invoicing • Sponsor names will be published in the Schedule of Classes and/or on the Show's website and/or in the Show Day Programme • We may occasionally send you information about fund-raising events	Sponsorship Secretary + Treasurer
Subscribers	Contact information and category of membership	• To send you tickets etc for Show day • We may occasionally send you information about fund-raising events	Membership Secretary
Show Day Programme Advertisers	Contact information and advertising copy	• Correspondence and invoicing	Programme Advertising Secretary + Treasurer
Trade Stands	Contact information and booking details.	• Correspondence and invoicing • Names of booked stands will be published on the Show's website and in the Show Day Programme • If necessary, details will be shared with the relevant Environmental Health Dept, Trading Standards or HSE	Trade Stand Secretary + Treasurer
Suppliers of Show services	Contact information and information about the service. Bank details for payment of invoice.	• To obtain quotations, book and otherwise arrange the service being provided • We may share contact details with other Shows looking for recommendations	Show Secretary + Treasurer
Promotional advertisers	Contact information and information on nature of advertising service. Bank details for payment of invoices.	• To obtain quotations and book advertising and promotional opportunities	Promotions Secretary + Treasurer
Members of the Public attending the Show	None	• On Show Day, a number of photographers are on site to record the event. If you do not wish your photograph to be taken, or photographs of your children, please make your wishes known to the photographer immediately who, as part of his/her "contract" as Official Photographer, is obliged to abide by your wishes	

How long do we retain personal data?

The Society will only hold your personal data for as long as necessary. For continuity purposes and to enable us to contact you with information about subsequent Shows, this would typically be three years from the time of your most recent consent. After this, all personal data will be destroyed.

All paper or electronic copies of application / booking / entry forms will be kept until the year following the Show to which they relate, after which they will be destroyed.

In the case of Gift Aid Declarations, HMRC require details to be retained for six years.

Your rights

- That you have given your consent to your personal data being maintained and processed by the Society.
- That you can request a copy of your personal data held by the Society and to receive this within one month of receipt of the request.
- That you can withdraw consent at any time and ask us to erase all your personal data without delay.

"Responsible Persons" responsibilities

- Personal data will be collected and processed only for matters relating to the Society and the Show.
- Records of your consent will be kept.
- No personal data will be disclosed either verbally or in writing, accidentally or otherwise, to any unauthorised third party without your permission.
- All personal data will be kept securely,:-
    - electronic information - on a password protected computer or in a password protected file
    - paper based information - in secure storage, eg locked desk
    - personal data required for invoicing purposes will be sent in a secure manner to the Treasurer
    - personal data will be destroyed within 3 years of initial consent being given, unless that consent has been renewed in the interim.

The Society's Website

You do not need to register any personal details to use the Society's website.

Our website uses Cookies for analytical purposes only. It also provides links to Third Party sites. These sites have their own Privacy Policies and the Society cannot be held responsible for any liability for these Third Party Policies.

The host server of the Society's website is subject to all current regulations regarding the use of Cookies and the website displays the statement:- *"We (the host server) use Cookies just to track visits to our website, we store no personal details."*

How do I withdraw my consent or ask for a copy of my personal data which you hold?

Please contact the Show Secretary either:-

- Write a letter to The Show Secretary, 48 High Fell Rise, Keighley BD22 6LG

- Send an email to secretary@keighleyshow.co.uk
- Telephone 07977 215997

Breaches of data

A "data breach" is something which could result in the destruction, loss, alteration, unauthorized disclosure of or access to personal data by others. Any breaches of confidentiality will be reported initially to the Show Secretary.

If it is deemed that the data breach is likely to result in a risk to the rights and freedoms of the individual(s) then the data breach will be reported to the Information Commissioners Office and Charity Commissioners within three days.

If the data breach is likely to result in high risk (eg criminal activity, publication in the public domain etc), then the individual(s) concerned will be notified immediately.

The Show Secretary will be responsible for assessing, and acting on, information regarding any data breach (or the Show Chairman in the event of the breach being caused by the Show Secretary.)