

GDPR PRIVACY POLICY

Kingsland Flower Show Committee (KFSC)

Privacy Policy:

Adopted by the KFS Committee on 14 May 2018

Review Date: May 2020

This Policy was adopted by the KFSC in order to comply with the requirements of the General Data Protection Regulations (GDPR), in force on 25 May 2018.

Your personal data – what is it?

“Personal data” is any information about a living individual, which allows them to be identified from that data (for example a name, photograph, video, phone number, email address, or postal address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

KFSC information

This Privacy Policy is provided to you by Kingsland Flower Show Committee, which is the data controller for your data. The Committee’s address is care of:

Stone Mill, The Wardens
Kingsland, HR6 9DP

The KFSC will process some, or all of the following personal data where necessary to perform its tasks

- Names, titles, and aliases, photographs, videos;
- Contact details such as telephone numbers, postal addresses, and email addresses;
- Where they are relevant to the services provided by KFSC, or where you provide them to us, we may process demographic information such as gender, age and marital status;
- Where you pay for activities, financial identifiers such as bank account numbers, payment card numbers and payment/transaction identifiers;
- The data we process may include sensitive personal data or other special categories of data.

The KFSC will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some, or all of the following purposes:

- To deliver all Kingsland Flower Show (KFS) services such as Show schedules, Show entrants, Show entries, Show Judges, Show reports, Show events and fund-raising;
- To confirm your identity to provide some KFS services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To notify you of changes to our facilities, services, events, committee members and role holders;
- To send you communications that may be of interest to you. These may include information about events, appeals, other new projects or initiatives;
- To process relevant financial transactions including donations, sponsorship, fees, grants and payments for goods and services supplied to KFSC.
- To maintain our own accounts and records;
- To allow the statistical analysis of data so we can review and plan the provision of events and services.
- To seek your views, opinions or comments;
- To promote and advertise the interests of the KFS;
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of KFS funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;

What is the legal basis for processing your personal data?

The KFSC has certain duties. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the KFSC's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the Kingsland Flower Show, either as a supplier, entrant, judge, observer, helper or committee member.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

The KFSC will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the KFSC will share your personal data. In normal circumstances, KFSC will not share your personal details with third parties. In exceptional circumstances if shared, these third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

Our printers, suppliers and contractors. For example, we may ask a commercial printer to publish or distribute schedules and newsletters on our behalf;

On occasion, other local not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public event. In general, the KFSC will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed following hereafter, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to access personal data we hold on you

The right to correct and update the personal data we hold on you

The right to have your personal data erased

The right to object to processing of your personal data or to restrict it to certain purposes only

The right to data portability

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our detail on the Kingslandlife website is also accessible from overseas so on occasion some personal data (for example in a newsletter or Report) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on the GDPR page on the Kingsland Flower Show page of www.kingslandlife.com. This Policy was last updated in May 2018.

Contact Details:

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Kingsland Flower Show Committee

Email: cam.southgate@btinternet.com