

## **Chagford Show Ltd**

### **Data Protection Policy**

#### **Summary**

- We will only collect your personal information that is needed to organise the annual Chagford Agricultural and Horticultural Show;
- We will fairly and lawfully process your personal data in a transparent way;
- We will protect your personal information with an appropriate combination of technical and organisational arrangements;
- We will only share your personal data with third parties with the sole purpose of promoting your involvement in the Chagford Show Ltd and will not do so without your consent;
- You have the right to request a copy of the information we hold about you and to request its deletion

#### **Whose data do we collect?**

Personal data is held for the purposes of organising the annual show for:

- Stand-holders
- Competitors
- Stewards
- Volunteers
- Sub-contractors/ 3<sup>rd</sup> party suppliers
- Employees
- Sponsors

#### **What personal information do we collect?**

We record details of:

- Name
- Address
- Telephone
- E-mail, face-book, and website
- Business or service field

#### **How we use your personal data**

We collect your personal information so that we can:

- Keep you informed of plans and opportunities for the Show each year
- Promote your participation in the Show in the programme, on our website and in local media with your consent
- Contact you inviting your participation in future Shows
- Respond to enquiries from Show participants seeking your contact details

Annual recording of your personal data is essential to ensure your participation each year. Your consent to our retaining your data will be required if you wish to be considered for participation in future years. In the absence of such consent we may not be able to approach you again about future shows or opportunities.

#### **Securing your information**

Your personal data may be recorded on paper files, computers and other electronic media. Physically-held data will be secured in locked premises (office, private house); electronically-held data will be held within a password protected and secure environment by the Show Secretary or on officers' or Directors' home computers.

**Data retention**

We shall record your data from year to year whilst you continue to participate annually in the Show and you may request access to your data at any time. Your personal data will be deleted from our records three years after your last attendance at a Show. You may request the deletion of your data from our records at any time.

**Policy management and review**

This policy will be reviewed annually at the Annual General Meeting. The responsible officer for data protection is the Secretary who can be contacted at [chagfordshow@gmail.com](mailto:chagfordshow@gmail.com)

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