

## **WAINGROVES SHOW PRIVACY POLICY – July 23**

Waingroves Show respects privacy and is committed to maintain personal data in line with the GDPR May 2018. This document has been produced to the best of our knowledge.

### **Who we are and our aims/objectives**

Waingroves Show is a not for profit organisation, operated by volunteers. The purposes of Waingroves Show are staging and running Waingroves Show Weekend, raising funds for this cause, holding community events throughout the year and promoting village community spirit.

### **Data Controller**

For the purposes of the GDPR the committee is the data controller.

### **Information we hold and how it is used**

#### **Committee**

By joining the committee an individual has given consent for name to be included in minutes, and names and contact details held for communication purposes.

By becoming an Officer of the committee (President, Vice-President, Chair, Vice-Chair, Secretary, Treasurer, Entertainment Secretary, Advertising Secretary) an individual will be asked to give consent for names to be included in Show publications such as the schedule and programme, which may be shared in paper copy, electronically and digitally.

Members of the committee will provide details with their consent, where required, to organisations, such as insurers, bank, local authorities and regulatory bodies.

All members of the committee will be asked for consent prior to the use of their name and contact details for any Show related advertising and contact.

Members of the committee are made aware that documents should not be shared outside of the intended audience. When an individual leaves the committee they will be asked to return any personal data they hold on behalf of Waingroves Show to an Officer of the Committee, or destroy this if no longer required. Any personal data which has been obtained for the purpose of Waingroves Show cannot be used for any other purpose.

#### **Additional volunteers (non-committee)**

By volunteering for Waingroves Show an individual has given consent for name to be included in relevant documentation e.g. "Schedule for Officials" (which may be distributed to other volunteers) and names, e-mail addresses and phone numbers held for purposes of contact for volunteering.

Additional volunteers will be asked for consent prior to the use of their name and contact details for any Show related advertising and contact.

Volunteers are made aware that documents should not be shared outside of the intended audience. All volunteers are asked to return to the Committee, or destroy, any personal data they hold in relation to their role as a volunteer, once the stint as a volunteer is over.

#### **Internal administrative documentation (committee and non-committee)**

Names of members of the committee and volunteers may be held on internal administrative documentation for the legitimate purpose of the running of Waingroves Show. This includes, but is not limited to, Health and Safety assesment, Schedule for Officials, leaflet distribution and job allocation lists.

#### **Event communication**

For the purposes of communication during show events committee members and volunteers may provide mobile phone numbers with their consent. These are shared only with other committee members and volunteers and are to be utilised purely for managing the event.

#### **In case of emergency**

For the purposes of safety all volunteers are invited to provide "in case of emergency" phone numbers over show weekend. These are held by the incident manager(s) in a sealed envelope in a locked area and accessed only in case of emergency. These will be destroyed immediately after Show weekend.

All volunteers are also invited to provide medical details when volunteering for show weekend. This is for the legitimate purpose of being required by the emergency services in case of emergency. These are held by the incident manager(s) in a sealed envelope in a locked area and accessed only in case of emergency. These will be destroyed immediately after show weekend.

Members of the committee are invited to provide medical details at any other point throughout the year if they feel these would be required in case of emergency. These are shared with the incident manager(s) in the most appropriate manager and held securely and confidentially. These will only be accessed in case of emergency.

For the purposes of safety, for the Water Wobble and Fun Run competitors are asked to provide "in case of emergency" details, which include a name, phone number and relation to competitor. These will be destroyed immediately after show weekend.

### **Competitions**

By entering into one of the competitions organised by Waingroves Show, which may include, but is not limited to, Horticultural and Craft show, Daffodil Show, Water Wobble, Fun Run and Dog Show, an individual has given consent for their details to be collected by Waingroves Show for this purpose.

This will include name, address and phone number taken for entry purposes and administering prizes, names added to prize cards and certificates, and names engraved on trophies where applicable. Also, by entering an individual consents that photographs may be taken of exhibits and prize cards and may be posted on Waingroves Show website and social media, or utilised in the press.

In the case of under 18 the child's age may be recorded ~~and consent will be sought from a parent/guardian.~~

Where any photographs are entered in a competition the exhibitor must have the permission of the individual in the photograph to display the image in public.

### **Sponsors of classes**

By sponsoring a class in the September Show an individual has given consent for their name to be displayed as the sponsor of that class and for Waingroves Show to contact them in future years for the same purpose. Anyone who no longer wishes to be contacted they should advise the committee (see "how to contact us").

### **Photographs and videos**

Waingroves Show takes photographs and videos throughout Show weekend and other events. These photographs/videos will be used for Show purposes only for promotion of the Show and for reporting and recording of events. This may include using them on the Show website and social media pages, along with displays at other events.

Details of the above are displayed at venues for show events, on the Show website and the pre show programme distributed around the area.

Individuals are also made aware that if they are not comfortable with the above they should speak to the person taking the photograph/video or an event organiser. If a members of the Show Committee is approached to say that an individual is not happy with photograph/video being taken they will liaise accordingly with the individual to ensure a suitable plan of action is agreed. (This may include the individual taking their own agreed actions (such as moving away from the area, or speaking to the person taking the video/photograph), or the Show may make an announcement or speak to other groups or individuals.

### **Other sources of support and assistance**

Names, addresses, e-mail addresses and phone numbers, as required, will be held for other individuals who assist in staging Waingroves Show events with their consent. This includes, but is not limited to, contacts for organising Dog Show and judges for competitions.

### **Stall holders and entertainment**

Names, addresses, e-mail addresses and phone numbers, as required, will be held for stall holders and entertainment for the purpose of contact regards attending Waingroves Show weekend. This can include invites to attend, communications up the event and providing site regulations. A large number of these will fall under “commercial data”, but where personal data is held, consent will be obtained.

### **Incident forms**

For the legitimate interests of recording any incidents the name, address, phone number and any medical details relevant to the incident, will be taken by the Show incident reporter of the individual involved, along with details of the incident. This will be passed to the Secretary.

### **Annual Prize Draw (lottery)**

Where names and contact details are provided by individuals for the purchase of a ticket in the annual prize draw, it is understood that they have provided consent for this information to be utilised for the purpose of the draw, awarding prizes and publication of a winners list.

The promoter of the lottery will provide consent for their name and address to be printed on prize draw documentation in line with the Gambling Act 2005.

Any individuals who donate prizes to the lottery will be asked to consent to their name being displayed as a donor.

### **200 Club Lottery**

Waingroves Show runs a “200 Club” lottery, which is administrated by non-committee volunteers. The said administrators have provided consent for their name and contact details to be distributed for this purpose.

At renewal each member will be asked to confirm their consent for Waingroves Show and the 200 Club Administrators to hold the data given for the purposes of administering the lottery, and for their name to be published if winning a prize.

The promoter of the lottery provides consent for their name and address to be printed on lottery documentation in line with the Gambling Act 2005.

### **Flyers, posters and advertising**

Where any individual’s contact details are utilised in advertising an event or as a contact to obtain further information, consent will be sought prior to publication.

### **Sending information to our exhibitors**

Only those individuals who have given consent will be sent copies of Show schedules in advance.

### **Incidental raffles and events**

Where names and contact details are provided by individuals for the purposes of an incidental raffle or to take part in a Waingroves Show event, it is understood that they have provided consent for this information to be utilised for this purpose.

### **Under 18 and adults at risk consent**

Where consent is required, if an individual is under 18 a parent/guardian will be required to provide consent. Where an individual is identified as an adult at risk, a guardian may be asked for consent. A signature and name of the parent/guardian is recorded.

### **How kept safe**

All electronic data is stored on password protected devices. All paper copy data is stored at individual’s locked homes. Where paper copies are required to be utilised outside of the locked home for the purposes of the group, the individual/s holding this information will take the relevant precautions to ensure that only those people who require it have access to the information and that it is appropriately kept safe whilst in use.

### Retaining information

We hold personal data only as long as necessary for each purpose we hold it, in line with an information audit completed 2018, **updated 2023**. Where no longer required paper copies will be shredded and electronic copies will be deleted. Photographs/video may be held indefinitely.

Any information required on retention can be obtained using the “access to the information we hold” as below.

### Sharing your information

Personal data will only be passed onto other third parties in relation to activities for Waingroves Show and prior consent will be obtained from the individual/s.

This will include, but is not limited to:

- Providing an award winners name to a society we are affiliated to
- Passing on relevant details of committee members to insurers and local authorities
- Publication of winners of 200 Club lottery

### Access to the information we hold

Under GDPR individuals have a right to see what information is held on them by our organisation, including, but not limited to, the right to have this updated, amended or removed. For full details of the rights please see the Information Commissioner’s Office website [www.ico.org.uk](http://www.ico.org.uk)

You may request the data we hold on you by contacting us at [info@waingrovesshow.com](mailto:info@waingrovesshow.com)

Before any information is provided we will request a face to face meeting, including photographic identification and address verification.

In the case of an under 18 the parent/guardian must make the request and evidence of both the child and the parent/guardian must be provided.

A response will be provided within one month.

### Data breaches

If any individual believes a breach of data has occurred this should be notified to the Secretary and Chairman with immediate effect. All notifications of a breach, or suspected breach will be documented. The process for a breach will follow the guidelines and stipulations set out by the Information Commissioner’s Office [www.ico.org.uk](http://www.ico.org.uk)

### How to contact us

If you have any queries please contact us at [info@waingrovesshow.com](mailto:info@waingrovesshow.com)