

# Fair Processing Notice

## Our Policy For Handling Your Personal Data

### Who Are We

The Chertsey Agricultural Association was founded in 1833 when a group of local farmers and landowners, who met at local ploughing matches, decided to form the CAA. This was to encourage a more widespread knowledge of, and to improve the use of, agricultural techniques in arable and livestock farming.

### What We Are We Doing

Unless otherwise agreed with you, we will only collect basic personal data about you, which does not usually include any special categories of personal information about you (often known as 'sensitive personal data'). This information does, however, include your name, email address, contact address, BACS details, phone number and your CAA activities.

### Why We Need It

We need to know basic personal data to register your membership and keep you up-to-date with our activities. You can choose to unsubscribe from these communications at any time by sending an email to [thechertseyshow@btconnect.com](mailto:thechertseyshow@btconnect.com)

### What We Do With It

All the personal data we hold about you will be processed by our volunteers. We will not send your data to any third parties unless you have specifically agreed it with us in advance.

We take all reasonable steps to ensure that your personal data is processed securely.

We will send you information about the Chertsey Show via telephone, post and email.

### How Long We Keep It

We will generally keep your personal data for an indefinite period of time, so that we can maintain your membership and keep you up to date with Centre activities. This includes our ongoing newsletter and information communications via email. Your information will be kept with us until you notify us that you no longer wish to receive this information. You have the right to withdraw consent at any time. This may terminate your membership with us.

### Sensitive Personal Data

In addition to the basic data described above, it may also benefit you to notify us of any health condition or disability, you have, so that we are aware of these conditions and how they affect you. This will allow us to take any reasonable steps to accommodate specific needs or requirements you have when providing our services to you. This type of information is known under the law as 'special category information' (you may also know this as 'sensitive personal data') and we require your explicit consent to process this information.

This kind of information will only be collected from you and used by CAA to assist you, it will not be shared with any third parties and will only be kept as long as it is required for this purpose, or until such time as you notify us you no longer consent to its processing.

### **What Are Your Rights?**

Under data protection legislation, you have several rights regarding the use of your personal data, as follows:

If at any point you wish to either confirm whether your personal data is being processed and/or access the data we hold on you, you can request to see this information, usually free of charge, and we will respond to this request within a month.

You also have the right for certain data you have given to CAA, to be provided to you in a structured and commonly used electronic format (for example, a Microsoft Word and Excel), so that you can move, copy or transfer this data easily to another data controller. You may also request that we transmit this data directly to another organisation where it is practical for us to do so.

You are entitled to have data deleted if it is no longer needed or there is no longer a legitimate reason for the processing, or if the data in question has otherwise unlawfully been processed. You may also request deletion of your personal data if it was only being processed as a result of you consenting to this and you now withdraw your consent. This will also terminate your membership.

You have the right to object to the processing of your personal data (note that this only provides you with the right to raise your objections, not a blanket right to have any and all processing cease). We may terminate your membership under these conditions.

You have the right to restrict the processing of your personal data under certain circumstances, including if you have consented to its accuracy and while this is being verified by CAA, or if you have objected to its processing and while CAA is considering whether it has legitimate grounds to continue to do so.

### **How To Complain About The Use Of Your Data**

If you wish to raise a complaint about how we have handled your personal data, including any of the rights outlined above, you can contact the CAA Chairman and your concerns will be investigated.

If you are not satisfied with our response, or believe we are processing your data unfairly or unlawfully, you can complain to the Information Commissioner's Office (ICO). You can find further information about the ICO and their complaints procedure here: <https://ico.org.uk/concerns/>.