

General Data Protection Regulations

Privacy Policy

The Chertsey Agricultural Association (CAA) are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

By becoming a member of the Association or participating in the shows and events organised by the association we have a legitimate interest to hold and process your data as described in this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to:

chertsey@murraysonline.co.uk or in writing to: Data Protection, 32 Collingwood Avenue, Surbiton, Surrey, KT5 9PU

Who we are?

The Chertsey Agricultural Association (CAA) is a voluntary not for profit association which was formed in 1833 when a group of local farmers, who enjoyed competing and met at local ploughing matches, decided to form the Association to encourage a more widespread knowledge of, and improve the use of, agricultural techniques in arable and livestock farming.

The objective of the Association is the encouragement and advancement of agriculture, horticulture and stock breeding, as well as to encourage agricultural workers in their various skills.

The Association shall endeavour to maintain the public interest in the agricultural industry and rural activities especially within the Association's district.

How we collect information from you?

The CAA obtain information from you when:

You become a member of the Association and complete a membership form.

You participate in an event, including but not limited to as a Sponsor, Judge, Steward, Exhibitor, Competitor, Volunteer and provide us with your personal details either by email, entry form or verbally over the phone.

Request to Advertise in any of the relevant Show or Event publications, flyers or leaflets.

Enquiring or Booking to Trade at the Shows and Events we organise.

What type of information is collected from you?

The personal information we collect includes but is not limited to: your first and last name, postal address, email address, phone number, details relevant to your CAA activities.

For Advertising, Sponsorship and Trade Stands the information collected relates to your Trading name, Trading address and contact details, Social media and website address, and may also include your personal contact information such as First and Last name, personal email and personal phone numbers. Along with your CAA requirements.

How is your information used?

The CAA use your information to:

- Administer membership of the Association to keep members updated with CAA information and events organised using given method(s) of communication. Invite members to attend the Annual General Meeting and circulate the Agenda, minutes and any other relevant information (including informing you of changes to the Constitution and Privacy Policy). As well as to send out membership badges/passes for entry to the Annual Show and other organised events as necessary.
- Following the AGM, the CAA Secretary will record details of those elected as Officers and Co-opted Members that form the Management Committee so that agendas, minutes and other relevant information can be circulated. As well as recording details of the elected Honorary President and Honorary Vice President's, acceptance of such role allows the CAA to publish their names in the relevant publications.
- Administer Traders, Sponsors, Advertisers, Volunteer, Steward and Judges details, Exhibitor and Competitor entries for CAA organised Show's and Events (including but not limited to Chertsey Show, social events and the Annual Ploughing Match), and keep participants informed of the CAA's next Show or Event as required, including publishing names in the relevant publications and on the CAA website.

The CAA review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations.

The respective Secretary's will hold your personal information on their systems to maintain your interest for as long as your Membership continues, or you participate in the Chertsey Show or other organised events.

The CAA Secretary will hold Committee members details for as long as that member remains on the Management Committee and will only share contact information with other current committee members and officers unless requested not to.

Who has access to your information?

The personal contact data provided to the CAA Secretary, Membership and Section secretary's will not be shared across CAA sections, unless needed for a specific reason or explicitly requested under an information request. Committee members are requested to store information on a device which requires a password and only they know and use to access. Membership and Entry forms containing personal information should be shredded or incinerated when no longer required.

The Chertsey Show website, Show schedule's, Program's and other relevant event publications may contain information such as First and Last name to publicise your participation as an Official of the Association (such as President, Honorary Vice President etc.), Judge, Steward, other Volunteer, or Prize winner. Such publications are distributed to the public and the website can be viewed by the public.

Contact details for each Section head will be published in the appropriate Show schedule and on the Chertsey Show website, unless indicating not to share data by notifying the CAA Secretary.

Sponsors, Advertisers and Traders permit the CAA to publish their details as agreed in the relevant Show and Event publications, on the Chertsey Show website and on our Social media forums.

The CAA and its members will not share, sell or rent your information to third parties for marketing purposes.

Third Party Service Providers working on our behalf:

We may be asked to pass your information to third party organisations (i.e. Trading Standards, Defra) for the purposes of administering your participation in the CAA Show. However, when we use third party service providers, we disclose only the personal information that is necessary.

Please be reassured that we will not release your information to third parties beyond CAA for them to use for their own direct marketing purposes, unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Third Party Product Providers we work in association with:

The CAA may work closely with various third party product providers (i.e. Paypal for payment of entry fees), the relevant third party product provider will use your details to carry out their obligations arising from any regulations and requirements. In some cases, they will be acting as a data controller of your information and therefore we advise you to read their Privacy Policy. These third party product providers may share your information with us which we will use in accordance with this Privacy Policy.

Your choices

You have a choice about whether or not you wish to receive information from us, and how you receive that information by providing only the relevant contact information that you would like used.

If you do not want to receive communications from us about CAA information and other events, then you can choose to not take out Association membership or participate in the organised Shows and Events.

You can change your contact preferences at any time by contacting either the relevant Section Secretary (for the Event or Show you participated in) or the CAA Secretary by email admin@chertseyshow.co.uk

How you can access and update your information

The accuracy of your information is important to us. If you change any contact information, or if any other information we hold is inaccurate or out of date, please contact the Section Secretary for the Event or Show you participated in, alternatively you can email us at: admin@chertseyshow.co.uk, or write to us at: CAA, 402 London Road, Ashford, Middlesex, TW15 3AB

You have the right to ask for a copy of the information the CAA hold about you, we usually do not charge for information requests, and will respond within one month. You also have the right, where possible, for the data held by the 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.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. CAA do not collect or hold any sensitive information (such as bank, credit or debit card details).

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its held securely by the Membership and Section secretary's.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website and Association, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 or Under

We are concerned to protect the privacy of children aged 16 and under. If you are aged 16 and under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

The CAA have no specific activities outside the EU, and therefore will not transfer your personal information outside of the EU.

If you access our website or email us while you are outside the EU, your information may be transferred outside the EU.

How To Complain About The Use Of Your Data

Should 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 Data Processing Officer (Email: chertsey@murraysonline.co.uk) 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/>.

Review of this Policy We keep this Policy under regular review. This Policy was last updated in May 2018.

Appendix

CAA General Data Protection Regulations Statements:

General Privacy statement for the Annual Show Schedule:

The CAA take your privacy seriously, by providing your personal information by email, post or phone you agree to the Section secretary holding and using the data to administer your entry into the CAA Annual show and to contact you regarding the Show next year, unless you inform them not to contact you. The CAA full privacy policy can be found on the website www.ChertseyShow.co.uk or can be requested from the CAA Secretary admin@chertseyshow.co.uk.

The following privacy wording has been adopted by the committee to be used on membership and entry forms when collecting data from the public in respect of becoming a Member or participating at a Show or Event, and gives the opportunity to opt out of being contacted in the future:

Statement on Entry Form:

The CAA take your privacy seriously, the Section Secretary will only use your details to administer your 2018 entry for the CAA Annual show and contact you about next year's show. For more information see our privacy policy on our website www.chertseyshow.co.uk.

Are you happy for the Section Secretary to contact you regarding the next CAA Annual show Yes/No

Membership Form Data Protection Consent Statement:

The CAA take your privacy seriously, and will only use your details to administer your membership of the Chertsey Agricultural Association and keep you updated with information (including AGM), organized shows and events. If you withdraw your membership or it expires, your personal data will be deleted/destroyed and we will no longer contact you. Your personal data will not be shared with third parties for any marketing purposes.

For more information see our privacy policy on our website www.chertseyshow.co.uk.