

# Berkeley Hunt Agricultural Society

President: Charles Berkeley, Esq.

Established 1890



## GENERAL DATA PROTECTION REGULATION Privacy Policy

### Introduction

The Berkeley Hunt Agricultural Society (BHAS) is a volunteer organisation providing rural events and an annual show.

We act in our administration through our secretary and, as relevant, other officers.

We mainly communicate via email and post but may communicate verbally for matters that are more urgent.

Communications are for informational purposes, membership updates and for the promotion of events and other associated activities.

The BHAS is a data controller under data protection legislation and all contact details are shown at the end of this notice.

### Personal Information

The BHAS retains information about its members as well as supporters including trade stands, officials and competitors. Upon joining the BHAS or renewing annual subscriptions or applying for a trade stand or entering competitions, we will request certain personal details such as Name, Address and contact details. We will use this data for communicating with members and supporters to :

- i. Administer your membership and send you subscription renewals
- ii. Maintain relevant contact, including, but not limited to sending you information about events and our AGM
- iii. Administer committee meetings
- iv. Maintain the accuracy of your information and communicate with you for any other reasons related to your membership
- v. Maintain the member directory
- vi. Share with our regulatory authorities and any other party when sharing of information is required by law.

### How we collect information

When members of the BHAS or its supporters communicate with us, they may choose voluntarily to give us certain information (for example by filling in textboxes or completing registration forms). This information requires direct action by the individual at the time in order for us to receive it. There is the option to opt out of future communications should members wish to do so when giving this information. Our members and supporters have applied consent to the BHAS by actively giving us their details when subscribing. In doing so, they are allowing active communication from us on such matters as stated above. There will always be an option for any of our members to opt out of any further communications.

### How long we retain information for

The BHAS will not retain information for longer than necessary. We will only hold on to the information you provide for as long as you are member. We may also retain information for a limited period, if legally required to do so, or if it is necessary to resolve disputes, prevent fraud or abuse, even after you are no longer a member or no longer associated with the BHAS. You are entitled to request that any of your data is deleted from our records at any time.

## **Consent**

The BHAS will not contact any persons for whom we do not have consent to do so. We understand that you trust us with your personal information and we are committed to ensuring the security and privacy of your personal information. You are able to do any of the following:

- You can verify the details you have submitted to the BHAS by contacting the Honorary Secretary at [berkeleyshow@gmail.com](mailto:berkeleyshow@gmail.com).
- You can contact us to change, correct or delete any or all of your personal information. We may retain archived copies of your information as required by law or for legitimate business purposes.
- You can unsubscribe from receiving any emails from us by contacting the Honorary Secretary, and that will ensure that you no longer receive any emails.
- You can request a readable copy of the personal data we hold on you at any time. We require you to prove your identity with two pieces of approved identification. Please submit your request in writing to contact details shown at the end of this notice. We will respond within one month of receipt of your written request and confirmed ID. Please provide as much information as possible about the nature of your contact with us to help us locate your records. This request is free of charge unless the request is manifestly unfounded or excessive

## **Use of Personal Information & How the Law Applies**

There are times when it is not practical or feasible for the BHAS to obtain or record consent; however, this information will only be used or processed if there is a legitimate Interest for us to do so, and in doing so your interests and rights as an individual are not harmed.

## **Changes to your data**

From time to time the BHAS may need to contact those in its membership and data base to make sure that we have accurate details for you.

Please remember to keep us updated on the personal data we hold on you if it is inaccurate or incomplete. All requests to update your personal data must be sent in writing to the BHAS.

Failing to keep updated with your personal data and contact details may lead to later or no payment of annual subscriptions which would result in your membership being cancelled.

## **Data Sharing**

The BHAS is particularly sensitive to the environment in which it operates and so the protection of your personal data held by us is of paramount importance. The BHAS will not rent, swap or sell any personal information to other organisations.

Please note, we are constantly reviewing how we process and protect data.

This notice was last reviewing in May 2018. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us.

## **Enquiries and Complaints**

Please contact us if you have any enquiries arising from this privacy notice. Where possible, please raise all enquiries in writing.

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. We will acknowledge receipt of all complaints and will endeavour to investigate the complaint as soon as reasonably practicable.

Should you wish us to stop contacting you and delete your personal information or complain, please contact the Honorary Secretary

Matthew Blaken  
Secretary BHAS  
c/o David James and Partners  
Well House, The Chipping, Wotton under Edge, GL12 7AD  
Tel: 01453 843720                      [berkeleyshow@gmail.com](mailto:berkeleyshow@gmail.com)