

Exmoor Horn Sheep Breeders Society

Data Privacy Policy

Effective Date: May 2018

1. DEFINITIONS

- DPA – Data Protection Act (1998)
- GDPR - General Data Protection Regulation (EU Regulation 2016/679)
- ICO – Information Commissioner’s Office
- EHSBS – Exmoor Horn Sheep Breeders Society

Privacy Policy: This document explains what to expect when EHSBS collects your personal information. Please read it carefully.

2. OUR COMMITMENT TO YOUR PERSONAL DATA

EHSBS is committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with the Data Protection Act 1998 and the Privacy & Electronic Communications Regulations 2003. Under the new GDPR the EHSBS is updating its privacy policy which applies to all members. These laws come into effect on 25 May 2018 to strengthen your rights and give you control over the personal information EHSBS holds about you.

3. STATEMENT OF OUR PERSONAL DATA POLICY

We must collect information about our members in order to operate efficiently.

This personal information is handled appropriately under the Data Protection Act 1998 ('the Act'). The Act regulates the way that we handle 'personal data' collected but also gives rights to people whose 'personal data' we may hold.

The correct treatment of personal data is integral to our successful operations and to maintaining trust of the persons we deal with. We fully appreciate the underlying principles of the Act and support and adhere to its provisions.

4. WHAT PERSONAL INFORMATION WE COLLECT

Own Name, and / or Trading name.

Address

Telephone number- some land line, some mobile as provided.

UK number (DEFRA issued Flock Number)

E-mail address. Note: this information is not mandatory. Not all members either have e-mail addresses or choose to share them.

Note: Where membership is being bought as a gift for someone else, both your information and their information (as listed above) will need to be collected.

Children: Under the act, data collection from children has been heightened. Consent for children will be given by their parent or guardian at the time of joining and when flock returns are completed annually.

5. HOW WE COLLECT PERSONAL INFORMATION

We collect personal information in the following ways:

Directly from you when you:

- Sign up to join and become a member of the EHSBS
- Complete a flock return form
- Contact us with an enquiry

After initial membership we collect and review your data annually via the annual EHSBS Flock Return.

The following declaration will be included in all Flock Return forms from 2019 onwards in order to obtain your consent to your personal data being published in the annual Flock Book.

5.1 DECLARATION STATEMENT FOR ANNUAL FLOCK RETURN

The information that you have provided on this flock return form is required in order that the Exmoor Horn Sheep Breeders Society can compile an annual Flock Book. In order that the Society can publish The Flock Book containing your personal information we are required to ask you to sign the following declaration:

I understand that the information provided will be used to compile the annual Flock Book and that it will be published in the Flock Book and therefore shared with others as a result.

I understand that the information provided is maintained and stored securely in accordance with the Data Protection Act 1998. Information will be retained for historical record keeping, unless otherwise requested.

***I CONSENT TO MY INFORMATION BEING PROCESSED AS STATED ABOVE
(If the member is under 18, a parent / guardian must complete this declaration)***

Name ----- (Trading Name-----)

Signature -----

Please note: Your information will never be shared with 3rd party companies outside The Exmoor Horn Sheep Breeders Society.

Please note that for 2018 the disclaimer will be dealt with separately from the 2018 Flock Return.

6. SENSITIVE PERSONAL DATA

The Data Protection Act recognises some information as 'sensitive personal data'. This includes, but is not limited to, information which reveals your religious beliefs, health issues, race or ethnic origin. At this time, 'sensitive' data is not collected by the EHSBS. Should this change, EHSBS

will always treat any sensitive personal data we process with great care and process the information in accordance with the Data Protection Act.

7. WHY WE COLLECT YOUR PERSONAL INFORMATION

1. For the administration of the EHSBS Flock Book
2. To process the annual membership payment and any other donations.
3. To reclaim tax on Gift Aid donations, if applicable.
4. To enable us to take greater care when engaging with our older supporters.
5. To verify that you are over 18 and if not, obtain permission from your parent/guardian to process your information or accept membership or any regular donations.
6. To provide online access to information about the EHSBS
7. To determine and improve the effectiveness of our website and marketing campaigns.

8. WHO WE SHARE YOUR INFORMATION WITH

Other Members of EHSBS by including your information in the flock book. This is only done with your written consent.

9. HOW LONG WE KEEP YOUR DATA

EHSBS will only keep your personal information for as long as is required and in accordance with statutory requirements.

10. YOUR INFORMATION RIGHTS AND CHOICES

The DPA gives you the right: - To request in writing and securely obtain copies of the personal information EHSBS holds about you.

You also have the right to correct or delete data which we hold.

For more information on your rights as an individual under the new GDPR, please see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

11. REPORTING CONCERNS OR COMPLIMENTS

Please contact us if you wish to raise a concern about EHSBS handling of your personal information, or compliment what you think we have done well. You also have the right to lodge a complaint with the ICO about how we manage your data.

12. CHANGES TO THIS PRIVACY POLICY

EHSBS will review this privacy notice regularly and may update it at any time for example, in the event of changes in law or how we operate. If there are any significant changes in the way we process your personal information, we will send you a notification.