

# SWALLOWFIELD HORTICULTURAL SOCIETY PRIVACY POLICY

This privacy policy is to let you know how we are committed to the safeguarding of your personal data. The policy explains how we collect, store and use your personal data and any associated information when you engage with us, transact with us or visit our website. It also describes the types of data we collect, how we use that data, and your rights to control our use of that data at any time.

## Information we collect

Swallowfield Horticultural Society ('SHS') collects data from: -

- members of SHS
- volunteers, supporters and friends of SHS
- traders and suppliers
- exhibitors who participate in SHS shows
- on-line ticket purchasers
- show visitors who complete on-line or hard copy feedback forms

The data collected is limited to names, addresses, telephone numbers, email addresses and a limited amount of other information which is relevant to individual's relationship with SHS (e.g. type of business or services undertaken or particular areas of interest in SHS activities).

We do not store personal data acquired from any other electronic or hard-copy source. We will only store your information with your specific written consent, which can be obtained from forms you complete (electronic or hard copy), or written correspondence (email or by letter). We will not store information relating to children under 16 without written consent of a parent or guardian.

## How we use your information

We will only use the information we collect to provide information to and communicate with you in connection with SHS activities. We will not share your information with any other person or organisation without your specific written consent.

## How we keep your information safe

Contact information is stored centrally by SHS on secure servers which can be accessed only by SHS members with a specific need to use it and who are authorised in writing by the SHS Committee.

## Your rights

Please contact [secretary@swallowfieldshow.co.uk](mailto:secretary@swallowfieldshow.co.uk) if you require details of the information we hold on you or if you wish to have it permanently deleted. You can withdraw your consent for us to use your personal data at any time. Please contact us at the above email address if you want to do so. If you do not have access to email you can write to the secretary at Oak Cottage, Basingstoke Road, Swallowfield, RG7 1PY

## Changes to our Privacy Policy

This policy, and the information we retain, is reviewed annually. Information that is out of date or no longer required will be deleted permanently. Changes to this policy will be published on our website and, where appropriate, will be notified to you in writing.