



KILLYLEAGH SHOW EST. 1816

Killyleaghshow.net
killyleaghshow@hotmail.com



DATA PROTECTION POLICY

Policy statement

The Killyleagh Show is committed to a policy of protecting the rights and privacy of all competitors in accordance with The Data Protection Act 1998. The policy applies to all competitive show entrants. Any breach of The Data Protection Act 1998 is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, all committee members and volunteers working within the Killyleagh Show, and who have access to personal information, will be expected to have read and comply with this policy.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed without their consent.

Purpose of data held by the Killyleagh Show Committee

Data may be held by us for the following purposes:

1. Entrant details for judging sheets and results
2. Contact information for recipients of cups and silverware
3. Competitor details for newspaper articles relevant to show results
4. Recording of accidents

Data Protection Principles

In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. Fairly and lawfully processed personal data

All forms requiring personal data will include a statement that must be checked by the person completing the form to confirm they have read and accept the terms of our Data Protection Policy. Entries will not be accepted where the confirmation box has not been checked.

2. Processed for limited purpose

We will not use data for a purpose other than those stated above. If the data held by us are requested by external organisations for any reason, it will be refused. An exception will be made if any of your details are legally required by any public authority.



KILLYLEAGH SHOW EST. 1816

Killyleaghshow.net
killyleaghshow@hotmail.com



3. Adequate, relevant and not excessive

The Killyleagh Show will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

4. Not kept longer than necessary

We discourage the retention of data for longer than it is required. All historical databases will be destroyed after ten year. All 'cup sign-out sheets' will be destroyed upon return of the cup.

5. Processed in accordance with the individual's rights

All individuals that the Killyleagh Show hold data on have the right to:

- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

6. Secure

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All show computers have a log in system and our Show Database is password protected, which allow only authorised staff to access personal data. Passwords on all computers are changed frequently. All personal data is kept in a locked filing cabinet and can only be accessed by the IT officers. When committee members are using the laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

7. Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The Association takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area.