



# The National Honey Show Ltd. Data Protection Policy

In order to operate efficiently, the National Honey Show (the Show) must collect information about our members and those we do business with - for instance traders, exhibitors and so on. These may also include members of the public, funded bodies and suppliers. In addition, the Show may be required by law to collect and use information in order to comply with the requirements of central government.

This personal information must be handled properly under the General Data Protection Regulation (GDPR) 25<sup>th</sup> May 2018. The GDPR regulates the way that the Show handles 'personal data' that is collected in the course of carrying out our functions and gives certain rights to people whose 'personal data' is held.

The Show considers that the correct treatment of personal data is integral to our successful operations and to maintaining trust of the persons dealt with. The Show fully appreciates the underlying principles of the GDPR and support and adhere to its provisions.

Personal data essentially means any recorded information held by the Show and from which a living individual can be identified. It will include a variety of information including names, addresses, telephone numbers, photographs of people and other personal details. It may include any expression of opinion about a living individual or any indication of our intentions about that individual.

## Data Protection Principles

The Show will cover all the rights individuals have including the following:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to portability
- the right to object
- the right not to be subject to automated decision-making including profiling

## Conditions

The Show will ensure that at least one of the following conditions are met before any personal data is processed:

- the individual has consented to the processing
- the processing is necessary for the performance of a contract with the individual
- the processing is required under a legal obligation (other than one imposed by a contract)
- the processing is necessary to protect vital interests of the individual
- the processing is necessary to carry out public functions e.g. administration of justice
- the processing is necessary in order to pursue our legitimate interests or those of third parties (unless it could unjustifiably prejudice the interests of the individual)

One of a set of additional conditions must be met for 'sensitive personal data'. This includes information about racial or ethnic origin, political opinions, religious and other beliefs, trade union membership, physical or mental health condition, sex life, criminal proceedings or convictions. The Show does not hold and does not expect to gather any such information. Should it do so at some future date, it will ensure that one of the following additional conditions are met before processing any sensitive personal data:

- the individual has explicitly consented to the processing
- the Show is required by law to process the information for employment purposes

- the Show needs to process the information in order to protect the vital interests of the individual or another person
- the processing is necessary to deal with the administration of justice or legal proceedings

#### Internal Data

The Show obtains personal data from its Volunteers and Trustees through a variety of sources: Application Forms, References, Contact Information Forms and Monitoring Forms etc. This data is processed and stored securely.

#### External Data

The Show obtains personal data from Members/Clients. This data is obtained, processed and stored securely solely to assist in the efficient running of services. Personal details supplied are only used to send material that is potentially useful. Most of this information is stored on The Show's databases.

#### Individuals' rights

The Show will ensure that individuals are given their rights under the Act including

- the right to obtain their personal information from us except in limited circumstances
- the right to ask us not to process personal data where it causes substantial unwarranted damage to them or anyone else

#### Legal requirements

While it is unlikely, The Show may be required to disclose an individual's data by a court order or to comply with other legal requirements. The Show will use all reasonable endeavours to notify the individual before doing so, unless legally restricted from so doing.

#### No commercial disposal to third parties

The Show shall not sell, rent, distribute or otherwise make user data commercially available to any third party, except as described above or with the individual's prior permission.

#### Our commitment to data protection

The Show will ensure that:

- everyone managing and handling personal information understands that they are responsible for following good data protection practice
- staff who handle personal information are appropriately trained
- queries about handling personal information are promptly and courteously dealt with
- people know how to access their own personal information
- any disclosure of personal data will be in compliance with approved procedures
- all necessary steps are taken to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure

#### Review

These procedures will be reviewed by the Show's Board of Trustees to accommodate alterations to current legislation, reforms or Employment Law.

The Show's GDPR Officer is:

Fiona Matheson, General Secretary [gensec@honeyshow.co.uk](mailto:gensec@honeyshow.co.uk)

Approved by The National Honey Show Ltd. Board:

Date: 14<sup>th</sup> June 2021

Signed (Chairman): Bob Maurer