

## **Nantwich Show and International Cheese Awards Data Protection Policy**

In order to ensure our events provide the best experience for everyone concerned whilst complying with legislation, we may need to request information from you . Some of this will be personal data.

We take individuals and organisations privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we process any personal data according to the seven principles below:

- 1.** We must have a lawful reason for collecting personal data, and must do it in a fair and transparent way. We will be clear about what data we collect, and why.
- 2.** We must only use the data for the reason it is initially obtained. This means we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.
- 3.** We must not collect any more data than is necessary. We will only collect the data we need to hold in order to complete the tasks we have collected the data for.
- 4.** We will ensure that the data is accurate; occasionally we may ask you to confirm that the data held is still accurate.
- 5.** We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.
- 6.** We must protect the personal data. We are responsible for ensuring that anyone charged with using the data, processes and stores it securely.
- 7.** We will be accountable for the data. This means we will be able to show how we are complying with the law.

We have registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

We expect individuals and organisations to keep private and confidential any sensitive information they may hold relating to the Nantwich show or International Cheese awards.

### **Subject access**

Individuals and organisations have the right to see the information we hold about them. This will be provided without delay and no later than one month after the request, which should be made in writing.

### **Storage**

All paper-based records are kept securely locked away at head office.

Records relating to individuals or organisations kept on computer, externally or in cloud storage such as iCloud, Google Drive or Dropbox, including digital photos or videos, including CCTV is stored securely, for example, in password-protected files, to prevent unauthorised viewing of the information by others.

Backup files will be stored on an external hard drive and iCloud storage. Firewall and virus protection software are in place.

If we store any records using a digital solution which is not online but stored within a computer we will ensure due diligence so they are compliant with GDPR.

### **Information sharing**

We will not share any information without prior consent.

### **Record keeping**

We keep a variety of records securely; you are entitled to see those which relate to you or your organisation as outlined above.

### **Safe disposal of data**

We are required by law to keep some data for set periods of time. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

### **Suspected breach**

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. We will keep a record of any data breach.

This Policy will be updated annually. Next review date 03/06/2019