

Policy last updated, 19 June 2018

Norfolk Federation of Young Farmers' Clubs [FYFC] is committed to ensuring the privacy of data held of its members, supporters and associated businesses, it is with this that the safeguarding of your privacy online is key to the organisation and is laid out as follows including its use, and data we may hold as detailed. Norfolk FYFC is committed to continuing to provide you with the best experience including relevant mailings, electronically or otherwise.

As an organisation we may hold 'personally identifiable information' [PII] on our databases and/or the National Federation of Young Farmers' Clubs, SILO database. This information may include but is not limited to: your name and title; personal and/or work address; telephone contacts; and email address. Note that in all instances your PII may relate to your work and/or business details or personal, dependant on circumstance of contact.

Note that the National Federation of Young Farmers' Clubs adheres to its own privacy policy, further details can be sought from www.nfyfc.org.

Please read the following policy, note that the policy may change periodically with updates to applicable law and/or business, and charitable practise. A current policy is available from norfolk.yfc@eastonotley.ac.uk, or viewable online at, www.norfolkyfc.org.

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NOTICE

Norfolk Federation of Young Farmers' Clubs [FYFC], hereby declares that the following is the adhered to privacy policy for the organisation, and is adopted by the County, and it's individual Young Farmer and Countrysider clubs as a means of safeguarding 'personally identifiable information' referred to hereafter as PII. Norfolk FYFC is committed to ensuring the protection of PII under the Data Protection Act 1998, and EU General Data Protection Regulation 2016, henceforth the privacy policy will be delivered in accordance with the Data Protection Act and General Data Protection Regulation 2018 policies.

Data we collect about you

Norfolk FYFC collects PII data annually from membership subscriptions to the organisation, and as such retains this data as a part in the National Federation of Young Farmers' Clubs SILO database. PII data collected can include but is not limited to: your name and title; address; telephone and email contents; date of birth; medical history; and ethnicity. It is your responsibility to notify Norfolk FYFC if your data is no longer correct and needs updating during this 12 month period from the 1st September – 31st August annually.

Alongside this, Norfolk FYFC collects and retains data for an indefinite period within both the SILO database and our own databases as a means of continuing to provide you with relevant services and mailings, it is your responsibility to ensure that this PII data is correct and/or to opt out of its retention. This data may at times be provided by an extended source, i.e. friends, family, and businesses.

Data we collect about businesses and supporters

Norfolk YFC collects PII data about you and your business and/or associate work periodically. The data that is collected can include but is not limited to: your name and title; business address; telephone and email contacts; and name of business. The data collected in this instance will be held to the minimum five year recognition period on Norfolk FYFC's databases to provide you with relevant services and mailings. It is your responsibility to ensure that this data is correct and update Norfolk FYFC accordingly if details change, retention of these details may be opted out from at any time on notification. This data may at times be provided by an extended source, i.e. friends, family, and businesses.

Use of your PII data

Norfolk FYFC will not share or pass on your data in accordance with the Data Protection Act and General Data Protection Regulation 2018. We may in accordance with the services you have opted into send you mailings that we feel are relevant and details from associate organisations that may be of relevance to you. This may include the use of your PII data to send you relevant information on events and offers in your area as an example.

By providing us with your PII data you agree that we will use it effectively, lawfully and appropriately whilst it is stored within our databases and the SILO database. This may also include but is not limited to, using your PII information to comply with legal and charitable requirements to protect our legal position in the event of undertaking legal proceedings.

As a part in the administrative management of Norfolk FYFC, your PII data will be stored on our database/s relevant to your requirements; business or personal, this may include the repetition of your data on multiple databases if applicable, i.e. 100 Club, Friends, and Competitions as an example. Where possible databases are amalgamated and duplicates removed, if you would prefer to opt out of an individual service this is possible on notification.

Use of your PII data, cont.

At times, Norfolk FYFC will need to process your data to pursue our legitimate business and charitable interests to, as an example prevent fraud, administrative purposes, or reporting suspected crime. It is expected that your data will not be processed as a means of benefit to Norfolk FYFC and deliberate detriment to yourself. If in the future we intend to process your PII data for a purpose other than that which it was collected, we will provide you with information on that purpose where applicable.

Norfolk FYFC may require the extended storage of your data on separate electronic devices for administration purposes, this PII data remains the safeguarding responsibility of Norfolk FYFC in this instance.

If you do not provide the data required in each instance, Norfolk FYFC will not be able to fulfil our obligations and your PII data will be removed from our database/s and/or SILO database.

Your data and your rights

Norfolk FYFC will store your PII data for a minimum period of five years unless otherwise instructed, before contacting you again to confirm that you wish to remain as a part in the organisation with your PII data retained. If you wish to opt out of your data being retained at any period contact the data controller as outlined below.

Under the Data Protection Act and General Data Protection Regulation 2018 policies you have several rights with regard to the usage of your PII data. As a part in this you have the right to request access to, rectification and removal of your PII data, the right to restrict processing as exemplified above, object to processing, and the right to data portability where applicable.

If you have provided consent for the processing of your data you have the right to withdraw your consent at any time, this will not affect the lawfulness of the processing that has taken place before your consent has been withdrawn.

Complaints

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that Norfolk FYFC have not complied with the requirements as set out in the Data Protection Act and General Data Protection Regulation 2018 policies with regard to your PII data.

Data controller and processor, contact

Norfolk FYFC is the controller and processor of data for the purposes of the Data Protection Act and General Data Protection Regulation 2018 policies.

If you have any concerns as to how your data is processed you can contact the County Organiser or County Chairman at norfolk.yfc@eastonotley.ac.uk.

Links

Data Protection Act 1998/2018

<https://www.legislation.gov.uk/ukpga/1998/29/contents>

<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

<https://www.gov.uk/government/collections/data-protection-act-2018>

EU/General Data Protection Regulation 2016/18

<https://gdpr-info.eu/>

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

National Federation of Young Farmers' Clubs

www.nfyfc.org