

## Devon Young Farmers Privacy Notice

This Privacy Notice is designed to help you understand everything you need to know about our data gathering and processing operations, and what your legal rights are.

We have tried to keep the information as simple as possible and we will keep you informed if there are any changes to the way we process your personal data in the future.

Devon YFC takes its responsibilities of protecting your data very seriously and we do advise you get to know our practices – if there is anything in this policy you do not understand or if you want to ask any questions, please feel free to contact us using any of the details below.

### Who are we?

We are The Devon Federation of Young Farmers' Clubs (Devon YFC), a charitable organisation, registered with the Charity Commission: No. 1098759 at Devon YFC, The Devon Rural Hub, Amory building, Cheriton Bishop, Exeter, EX6 6JH.

In this document, The Devon Federation of Young Farmers' Clubs will either be referred to as “we” or “Devon YFC”.

### What kind of personal data might we ask you to provide?

Devon YFC will only ever ask for personal data if it is required for a specific purpose; with that in mind we have created a list of the kinds of data that we may ask individuals to provide in order to achieve those purposes. The personal data we may collect in order to facilitate the delivery of our goods and services are:

**Your name, address, telephone number(s) (including parents/ guardians for U18s), email address (including parents/ guardians for U18s), date of birth, gender, health information, ethnicity, preferred spoken language, emergency contact details, bank details (when making payments), VAT information (where appropriate)**

### Why do we collect personal data?

We will use personal data firstly to fulfil any contractual obligations that exist between us and yourself; where we request personal data be provided to meet the terms of any such contract, you will be required to provide the relevant personal data or we will not be able to deliver the goods/ services or information that you want. In such cases the lawful basis of us processing your personal data is that it is necessary for the performance of a contract.

Our data processing activities conducted on the lawful basis of ‘legitimate interests’ are:

- **The administration and management of your membership relationship with Devon YFC and its clubs and the National Federation of Young Farmers' Clubs (NFYFC)**
- **To provide you with goods, services and information that you are looking for**
- **To inform you of other activities, events, services and information we provide, that may interest you**
- **To send notifications on subjects you have subscribed to, are interested in or otherwise asked us to keep you informed of**
- **To improve the quality of the services we offer, and to better understand our members' needs by (from time to time) requesting feedback, the completion of surveys or requesting you review the services we have provided**
- **To notify you of any changes to the services we provide, or have provided, that may affect you**
- **To allow us to understand the scale and range of our membership base; for statistical analysis and market research** □
- **To recognise when members re-engage with our services**
- **To provide reference information to third party organisations where you request us to do so**
- **To improve our website to ensure its contents is relevant**
- **To enhance the security measures in place that protect data we are responsible for**
- **To investigate any insurance claims**



We may also process your personal data in order for Devon YFC to comply with our various legal obligations; this might include:

- **Providing for financial commitments between us and yourself, or to relevant financial authorities**
- **Cooperating with relevant authorities for reporting criminal activity, or to detect and prevent fraud**
- **To carry out required business operations and due diligence; e.g. administration, security, reorganisations, investment or corporate/asset sales**
- **To comply with industry regulatory requirements and any self-regulatory schemes**

Where we process special categories of personal data, we shall be processing this data for one or more of the following lawful reasons:

- **It is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law**
- **It relates to personal data which is manifestly made public by the data subject**
- **It is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity**
- **It is necessary for reasons of public interest in the area of public health such as protecting against serious cross border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices or for the safety of our members.**

Where did we obtain your personal data?

- **We obtain your personal data through the completion of a membership form which is required as part of the registration process to become a member of Devon YFC**
- **By direct contact when asking you to assist with Devon YFC activities, events, stewarding or judging**
- **From third party organisations, which can mean your personal data has been provided directly by another organisation for a specific purpose, or where you may have accessed our platforms through a third party such as social media providers or Google for example.**

Who will we share your information with?

**We may share your personal data with other members of Devon YFC on a strictly controlled basis where your assistance is required at events or activities or for stewarding or judging processes**

In order to achieve the above stated purposes for which we process your personal data, we may need to share your personal data with various third-party service providers who act as data processors.

We may share your personal data with third party organisations acting as data controllers or with specific individuals, groups or other organisations who act as neither data controllers nor data processors, but only where we are either legally required to do so by law or where doing so is necessary to achieve the intended stated purpose of processing the data.

Where is my data going to be stored?

Data will be stored on the NFYFC SILO Data base

No Data Transfers will be outside EU by Controller

NFYFC will not transfer your personal data (on SILO) to any country outside the European Union (EU) other than those that have been granted an adequacy decision under the General Data Protection Regulation (GDPR).

How long will we keep your data for?

We will keep your personal data only for as long as required in order to achieve the purposes for which it was gathered, in line with this privacy notice.

For determining when personal data should be erased we shall take into consideration the amount of and sensitivity of the personal data we have, the amount of harm that could be caused by a data breach, the benefits of the purposes the data is being used for and any legal requirements such as health and safety that we are bound to.

Where we are required to keep personal data for safeguarding reasons, it will be kept until the data subject reaches normal retirement age or for 10 years - whichever is longer.

Otherwise our retention period for data is:

- **Membership data is renewed yearly with relevant permissions for photo and parental consent.**
- **Once membership has expired, data will be kept for 7 years with reduced processing including occasional reminders to renew membership if data subject is in membership age**
- **From 7 years to 100 years data will cease to be processed but may be archived in a limited form such as names and photographs for historical purposes only**

You may request that we erase your personal data at anytime, though in cases where there is a remaining relevant or legal reason why we are required to keep the data we may opt to restrict the amount of processing being conducted to what is absolute necessary in line with your legal rights in order to minimise the impact the processing will have.

#### Your Rights, Our Responsibility

There are several rights granted to you immediately upon providing us with your personal information; some of these are mentioned above. We would like you to know that at Devon YFC we take your rights seriously and will always conduct ourselves in a way that is considerate of our responsibility to serve your legal rights.

#### **You have the Right of Access**

This grants you the right to confirm whether or not your personal data is being processed, and to be provided with relevant details of what those processing operations are and what personal data of yours is being processed.

If you would like access to the personal data we have about you, we ask that you contact us by using any of the details below:

#### **The Right to Rectification**

If you notice that the data we have about you is inaccurate or incomplete, you may request we rectify the mistake. We will make every effort to respond to requests of this type immediately.

#### **The Right to Objection**

The right to object is a basic freedom all democracies enjoy. If you wish to object to the way we use, or have used your personal data, you may do so freely.

#### **The Right to Portability**

This is a legal right afforded to you that states we must pass on all the details you have provided to us in a machine-readable format, either to your or to another provider of your choosing.

#### **The Right to Complain**

We will always try to maintain the highest standards and encourage the confidence our members have in us as an organisation. In order that we can achieve this we do request that any complaints be first brought to our attention so we can properly investigate matters; if however you would like to complain to a supervisory authority you may do so by contacting the Information Commissioners Office on 0303 123 1113, or anyone of the other reporting methods listed on their website - <https://ico.org.uk/concerns>

If you wish to contact Devon YFC with regards to the personal data we hold, please contact our designated staff member responsible for data protection; Helen Pring (County Organiser) at: Devon YFC, The Devon Rural Hub, Amory Building, Cheriton Bishop, Exeter, EX6 6JH