

# The British Charolais Cattle Society's Privacy and Data Protection Policy to comply with the General Data Protection Regulations (GDPR) 2018

## 1) INTRODUCTION

The British Charolais Cattle Society (BCCS) is committed to protecting your privacy and security. This policy explains how and why we use your personal data we collect from you, to ensure you remain duly informed and in full control of your information.

This is in accordance with the General Data Protection Regulation which comes into force on 25<sup>th</sup> May 2018.

We will never sell your personal data and will only ever share it with third party organisations we work with where necessary.

This policy describes how and why this personal data must be collected, handled and stored to meet the BCCS's data protection standards and to comply with the law.

Consent will be collected in the form of tick boxes being added to the relevant paperwork, application forms, sale entry forms, registration forms, various order forms.

Any questions you have in relation to this policy or how we use your personal data should be sent either by e-mail to [Charolais@charolais.co.uk](mailto:Charolais@charolais.co.uk) or addressed to The Data Protection Manager, The British Charolais Cattle Society, Avenue M, Stoneleigh Park, Kenilworth, Warwickshire CV8 2RG.

## 2) ABOUT US

BCCS is a registered Charity. Our Charity Number is 250018.

Registered office is Avenue M, Stoneleigh Park, Kenilworth, Warwickshire CV8 2RG.  
Our office opening hours are Monday - Thursday 8:45a.m to 4:45p.m, Friday 8:45a.m to 3:30p.m.

Telephone Number:	02476697222
Fax Number:	02476690270
E-mail:	<a href="mailto:charolais@charolais.co.uk">charolais@charolais.co.uk</a>
Website:	<a href="http://www.charolais.co.uk">www.charolais.co.uk</a>

BCCS will be the data controller.

## 3) INFORMATION WE COLLECT

### Personal data you have provided

Personal data includes name, address, postcode, date of birth, telephone, fax, mobile number, e-mail address, signature, member number, CPH number/UK holding number/ministry ID, bank details, payments via cheques/BACS/Bank Transfer will collect some personal information, photographs and articles.

We obtain personal data about you when you:

- make an enquiry to the BCCS.
- join the BCCS as a new member.
- purchase BCCS membership on behalf of someone else.
- donate to the BCCS.
- place an order to purchase goods or services from the BCCS, i.e. branded merchandise.
- enter registered cattle for a society sale/show.
- contact us to register calves.

## Junior Members

We encourage young people to become members of the BCCS. If a new member application comes in for someone under the age of 18 years old, then a parent or legal guardian must give their consent by co-signing the application form for the individual to apply for membership.

If a junior member enters a show class or sells at an BCCS sale and is to be mentioned in the event/sale report, we will publish their name, address, herd prefix, photographs alongside the other winners. Parent / legal guardian will have to give consent on behalf of the junior member.

## Youth Events

For under 18s attending Charolais youth events they must get their parents to sign a disclaimer to say we may collect their personal information including photographs, for us to compile and publish event reports.

For youth stock judging events we collect personal information for participant such as name, address, email, phone number, DOB and Jacket size. We may also take photographs at this event and therefore if the participant is under 18 they need to get their parents to sign their stock judging card giving us permission to collect and use this information for giving out prizes and for publishing event reports.

## Information for Parents / Legal Guardians

We take great care to protect the rights of individuals in relation to their personal data, especially in the case of children. If your child is under 18 years of age, we will only use his or her personal data with your consent. Once your child has achieved the age of 18 years, parental/legal guardians will no longer have to give consent as they will be classed as an adult and will have to give their own consent.

## Information from Third Parties

We will at times throughout the year receive members personal data from third parties. This will come in to the BCCS office in the form of national and regional show results and BCCS show and sale results as well as photographic material. We may also receive personal information of non-members to contact them regarding membership.

## Sensitive Personal Data

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation). However, there are some situations where this may occur (e.g. if you have an accident at a BCCS meeting or event) If this does occur and we must record information in an accident book, we will take extra care to ensure your privacy rights are protected.

## Accidents or Incidents

If an accident or incident occurs on our property or at one of our events, then we will keep a record of this (which may include personal data and sensitive personal data).

## **4) WHERE WE STORE YOUR PERSONAL DATA**

All information you provide on paper is stored at the Registered Office – Avenue M, Stoneleigh Park, Kenilworth, Warwickshire CV8 2RG in secure filing cabinets and storage boxes and handled only by employees of BCCS.

Members data is also stored electronically on the 'ILR2' Database and a unique password is given to each eligible member which enables them to access certain parts of the database. Members are responsible for keeping their password confidential. We ask you not to share your password with anyone. Only BCCS employees can gain access to this database from BCCS computers via personal logins.

Members data may be stored in the form of electronic documents held on the BCCS Server which can only be accessed by BCCS employees using BCCS computers via personal logins.

Data stored on ILR2 database and BCCS servers is held on Secure Servers located at the Registered Office – Avenue M, Stoneleigh Park, Kenilworth, Warwickshire CV8 2RG. These servers are protected by a firewall and are backed up onto a NAS drive and in turn a daily backup of critical files is taken off site for disaster recovery purposes by the Office Manager or designated deputy.

Once we have received your information electronically, we will use strict procedures and security features to try to prevent unauthorised access. When using our website or online forms you are agreeing that we may track/record your IP address. We will store this information securely if retained in either electronic or paper format.

BCCS will ensure that the data members provide is not held for any longer than necessary and that the data members provide is processed in accordance with the rights of the data subjects and protected and processed in the appropriate ways.

## 5) HOW WE PROCESS THE INFORMATION YOU PROVIDE

We only ever use your personal data with your consent, or where it is necessary to pursue legitimate interests.

- We use personal data for administration purposes to keep records of existing members as up to date as possible on the ILR2 database.
- To create records for new members on the ILR2 database including the supply of an individual membership number unique to each member.
- Members data may be used to help produce the BCCS Accounts during the year.
- Members data may be used to recommend judges for the BCCS at regional/national shows, sales and events.
- Members data may be used to claim gift aid annually where permission has been granted by the member and will be shared with the BCCS accountants to process this claim.
- To compile and publish the BCCS Annual Calf Register Book. (This is a condition of membership)
- To promote the British Charolais Cattle Breed through promotional material including articles, features and photographic material published within BCCS Journals/Newsletters and promotional leaflets/posters.
- To promote the British Charolais Cattle Breed through display stands at regional/national shows, sales and events.
- To promote the British Charolais Cattle Breed through our website in the form of articles, features, show/sale results and photographic material.
- To promote the British Charolais Cattle Breed through social network sites e.g. Facebook and Twitter including show/sale results and photographic material.
- To create BCCS sale catalogues and produce sale reports for inclusion on our website and to be submitted to the regional and national press.
- To process orders for branded promotional goods.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## 6) USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts between you and us.
- To ensure that content from our site is presented in the most effective manner.
- To allow you to use our online features of our service.
- To notify you about changes to our service.

- We do not disclose information about identifiable individuals to our advertisers, or other individuals outside the membership without prior consent from the individual member.
- BCCS will ensure that members data is used for legitimate interests of the breed.

## 7) DISCLOSURE OF YOUR INFORMATION THROUGH THIRD PARTIES

**We may disclose your personal information to any active member of our society, unless you have you have completed a form to state that you do not wish to have your information shared when requested or via the website.**

There are some instances within the working year where we need to disclose your personal information to third parties these times are:

- Members data may be published through the online database IRL2, BCCS website, social network sites, BCCS annual calf register book, BCCS journals/newsletters, photographic material, promotional leaflets, sale catalogues, show results and sale reports to further the promotion and development of the breed.
- At the completion of the routine newsletters/journals your data will be shared with a BCCS approved mailing house to co-ordinate the posting out of the newsletter/journals from our mailing lists.
- If you order branded merchandise from us your data may be passed on to a third party who handles the production and mailing of the ordered promotional items to fulfil delivery of your items.
- During quarter 1 of each year or when required, members data will be shared with the BCCS accountants and auditors for the preparation of accounts.
- Members data is usually shared once a year with HMRC via the BCCS accountants to claim gift aid.
- Members data will be passed to third parties i.e. BCCS nominated auction companies in the form of sale catalogues
- Members data included on herd health declarations may be shared with their respective health scheme and BCCS nominated auction companies to verify the submitted details.
- Members data will be used in the reporting of society sales, regional/national shows, events and passed to third parties e.g. the National/Regional Farming Newspapers.
- If members become representatives of BCCS by taking on the role of trustee, council representative or as representatives on technical committees, publicity or regional committees then their data may be published in the form of minutes and agendas to other members of the Society.
- If a member/non-member is on our approved judges list, we will share personal information to recommend judges for sales and shows.
- When sending your DNA samples for testing, we currently collect your name, address, telephone number, herd prefix and animal information, this information is on the sample bag and is shared with the society's designated testing Laboratory.
- If you are selected for an inspection, then your personal details will be passed onto our approved inspectors to make contact and carry out the inspections. For auditability a copy of the inspection sheet is given to the member being inspected, a copy kept with the inspector and a final copy is returned to the BCCS office to process further to evaluate against BCCS rules and articles of association. A copy of this inspection will be sent to Breedplan to input the weights into the ILR2 system.
- The BCCS have a contract with Breedplan and they process data with respect to Breedplan for all our members, to allow them to do this efficiently they have access to parts of the ILR2 database including member information such as name, address, telephone numbers and email addresses to enable contact with you with respect to their services.
- BCCS shares animal data from time to time with levy bodies to take part in various studies this may extend to some personal information being shared in the future to provide new trait information for all members.
- The database that holds member information (ILR2) and some features of the Charolais website are provided by ABRI, therefore ABRI has access to this information to provide BCCS with support and maintenance.
- Our IT infrastructure and services are supported by API Consultancy Ltd and therefore they have temporary access to member information whilst providing BCCS with support and maintenance.
- BCCS accounting software is provided by TSG and therefore they have temporary access to member information when providing BCCS with support and maintenance.
- Should a dispute or complaint arise we may share personal information with the BCCS approved solicitors/lawyers and Insurance companies.

- When you make a payment to BCCS, the BCCS bank or BACS payment information service may collect personal information to complete the transaction and notify BCCS of failed transactions.

## 8) PAYMENT SECURITY

If you pay by direct debit, then your details are held on the accounting software which has restricted access, limited to employees authorised to work with BCCS accounts.

- Direct Debit mandates that are completed at the point of new members joining the BCCS are not kept on site, they are processed and then sent direct to the bank of the joining member, however they may be photocopied or scanned for auditability should queries arise.
- BACs Notification of Amendments regarding members Direct Debit details are kept on file for auditability.
- Where electronic payments are taken over the phone by credit/debit cards these are entered directly into the secure Worldpayzinc payment portal, BCCS use to protect your details.
- Where payment is requested via a payment link the link is generated by the secure worldpayzinc payment portal, but it is the members responsibility for ensuring the details are provided through the legitimate portal.
- Payments made to BCCS by cheque are held securely until a suitable batch of cheques can be taken to the BCCS Bank to be paid into the account, photocopy of cheques are only kept when a cheque is returned to the member due to payment failure.
- Paper Payment history is kept for 7 years as per financial requirements.

## 9) DATA RETENTION/DESTRUCTION

Currently BCCS is in the process of reviewing and updating data retention periods for various personal information and this policy will be updated to reflect this, in the interim should you have any questions regarding data retention please write or email to the British Charolais Cattle Society.

The British Charolais Cattle Society currently destroys any personal information on paper by shredding and any hard drives removed are wiped where possible and destroyed by physical means.

## 10) YOUR RIGHTS

You have the right to ask us not to process your personal data. You can exercise your right to prevent such processing by ticking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at the BCCS Office

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

You have the right to complain to us in the first instance regarding use of your personal information, if you do not find our response satisfactory then you have the right to complain to the Information Commissioner's Office (ICO), local contact details can be found at <https://ico.org.uk/>.

## 11) ACCESS TO INFORMATION

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

Any "subject access request" must be made in writing to the Data Protection Manager, Avenue M, Stoneleigh Park, Kenilworth, Warwickshire CV8 2RG. After receipt of any "subject access request" the process and anticipated time frame to fulfil the request will be specified in the acknowledgement letter but typically within 28 working days from receipt. Excessive or multiple access requests that disrupt the day to day running of the office will be charged.

## 12) CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you by e-mail, or by notification through our BCCS journals/newsletters.

## 13) CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the British Charolais Cattle Society in writing either by post to Avenue M, Stoneleigh Park, Kenilworth, Warwickshire CV8 2RG or by e-mail [Charolais@charolais.co.uk](mailto:Charolais@charolais.co.uk).