

Oxford Down Sheep Breeders' Association

PRIVACY NOTICE

Purposes of processing personal data

The Oxford Down Sheep Breeders' Association collects, stores and processes members' personal data to enable:

- a) the provision of membership services;
- b) the registration of sheep and the production of the annual Flock Book;
- c) the promotion of members' flocks and the sale of their sheep and sheep products; and
- d) the administration of the Association.

Basis for processing personal data

When members join the Association they enter into a contract in which the Association provides members with the services listed in a) to c) above. In order to do so, the Association processes members' personal data on the basis of contract.

Personal data is made available to specific government organisations on the basis of legal obligation.

Where the Association wishes to use members' personal data on the Association website for marketing purposes, members will be asked to give their consent by opting-in to such use.

Recipients of personal data

The Association only processes personal data where necessary to fulfill the activities a) to d) listed above. The Association is the controller of the personal data.

The Association shares personal data with the individuals, organisations and processors listed in the table below as required to carry out the work of the Association.

Recipient	Method or purpose of receipt
Members of the Association	Copy of annual Flock Book
Rare Breeds Survival Trust	Copy of annual Flock Book
The Legal Deposit Office of the British Library	Copy of annual Flock Book
Sale enquiries from third party individuals or organisations	Provision of members' contact details to facilitate purchase of sheep or sheep products
Companies House	Personal data for directors of the company
Charity Commission	Personal data for trustees of the charity
Grassroots Systems Ltd	Support of sheep registration software and services
Grassroots Systems Ltd	Provision of data to DEFRA in relation to monitoring and safeguarding the population of Oxford Down sheep
HMRC	Gift Aid claims
Auditor	Details of payments made by members in order to complete the annual examination of the Association's accounts.
Printer	Printing of annual Flock Book
Agricultural show societies	Organisation of shows
Auctioneers	Organisation of sales

Retention period for personal data

Personal data will be removed from the List of Members and from the Flock Book when a member resigns from the Association or when their membership lapses. Personal data will remain securely stored in the Grassroots database to provide continuity of registration records.

Right to access personal data

Members can request access to their personal data verbally or in writing. The Association will respond within one month.

Right to rectification of personal data

Members can request corrections to their personal data verbally or in writing where the data is inaccurate or incomplete. The Association will respond within one month.

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Right to erasure of personal data

Where membership has been terminated or has lapsed, members can request erasure of their personal data from the List of Members verbally or in writing. The Association will respond within one month.

Right to data portability

A member can request that their data is provided in digital form to allow ease of transfer to another electronic system. The Association will respond within one month.

Right to withdraw consent

Where members have given consent to the Association's use of their personal data other than on a contractual or legal obligation basis, members may withdraw that consent at any time by contacting the Secretary.

Right to lodge a complaint

If a member wishes to make a complaint about the Association's use of their personal data they can do so by contacting the Information Commissioner's Office on 0303 123 1113 or at ico.gov.uk

Contractual obligation to provide personal data

By joining the Association, members are contractually obliged to provide the following personal data:

- Name
- Address
- Telephone number(s)
- e-mail address(es)
- UK Flock Number

In addition, members who are trustees of the charity and directors of the company are required to provide:

- Date of birth
- Occupation

The Association also processes the following data for each member in order to fulfill its contract with members:

- ODSBA Flock Number
- ODSBA Prefix
- ODSBA Annual Flock Return data
- ODSBA Registration data
- Details of payments made
- Gift Aid form (optional)

Communication with Members

The Association may contact members by post, email or telephone as appropriate to obtain or supply information relevant to the work of the Association.

Security Policy

- The Association holds members' personal data in digital and/or printed form.
- Data shall be backed up on each PC, on an external drive and on an encrypted server (Grassroots Systems Ltd).
- Printed copies of personal data that is no longer required shall be shredded.
- Each PC shall use an up-to-date version of the Windows operating system with firewall and virus scanner protection.
- Windows password protection will be used at log on.
- All data shall be treated with a high level of confidentiality and shared only in accordance with the Privacy Notice.

Contact us

If you have any enquiries in relation to the Privacy Notice or Security Policy please contact the Secretary:

Miss J Middleditch, Hole Farm, Knowl Green, Belchamp St Paul, Sudbury, Suffolk, CO10 7BZ
Tel: (07792) 744996 e-mail: secretary@oxforddownsheep.org.uk Website: www.oxforddownsheep.org.uk