



## **GDPR Compliance Applies from 25/05/2018**

The Farm Organisation is aware of the new regulation (GDPR) and is taking steps to be compliant.

### **Personal Data**

The personal data we hold as a company include the following:

Employee records Shared with our Accountants Walter Dawsons (Leyburn) Accountants

#### **Customers:**

Addresses/telephone numbers/emails for order processing details and for invoicing purposes, not shared with any 3rd party.

Addresses for mailing of publications (namely UKJT and The Full Montey) stored as password protected files and only shared with mailing house for circulation, who in turn offer their own Privacy Policy.

Any changes to customer details are updated and an email sent confirming the records have been updated.

Artworks and other prepared marketing material such as herd brochures, websites, press releases etc provided for customers for printing and other purposes, are held on file until customer advises otherwise.

#### **Suppliers:**

Addresses/telephone numbers/email & bank details for ordering processes and payment.

Any requests to delete personal data would be implemented within 1 month as the new regulations state. Also any paper records held would be cross cut shredded for security.

Any requests to provide personal data will be provided in a commonly used electronic format such as PDF and no fee shall be made for this process.

The Farm Organisations Privacy Policy will be reviewed and updated as required.

## **The Farm Organisation Privacy Policy**

**1.** The Farm Organisation (referred to as 'we' from now on) complies with the principles of the GDPR Regulations and Data Protection Act 1998 when dealing with all data .

**2.** We only hold the data necessary to offer services related our business, namely contact details (name, address, phone numbers and email addresses) and this is securely stored via password protected and lockable permission only access.

### **Information provided by you**

You provide us with personal data via email or over the telephone. This includes name, address, email address and Direct Debit mandate instructions if applicable. We use this information in order to manage and administer your account with us or our account with you, depending on whether you are a customer or supplier.

We may also keep information contained in any correspondence you may have with us by post or by email.

### **Information we get from other sources**

We only obtain information from third parties if this is permitted by law. We may also use legal public sources to obtain information about you, for example to verify your identity.

This information (including your name, address, email etc.) as relevant to us, will only be obtained from reputable third-party companies that operate in accordance with the General Data Protection Regulation (GDPR). You will already have submitted your personal data to these companies and specifically given permission to allow them to pass this information to other companies that provide similar or complimentary products and services to those we offer.

**3.** Data is only used for the purposes of engaged business and managing accounts and not passed onto any third parties without your mutual consent.

## **How we use your personal data**

We use your personal data to manage and administer your account. We undertake at all times to protect your personal data, required of the General Data Protection Regulation (GDPR). We also take reasonable security measures to protect your personal data in storage.

## **Do we use your personal data for marketing purposes?**

Any information that you choose to give us will not be used for marketing purposes by us. We will hold your personal data only for the purposes of administering and managing your account.

## **Categories of third parties**

- Insurance companies, loss assessors, regulatory authorities and other fraud prevention
- Agencies for the purpose of fraud prevention and to comply with any legal regulatory issues and disclosures.
- Anyone to whom we may transfer our rights and duties under any agreement we have with you.
- Any legal or crime prevention agencies and/or to satisfy any regulatory requests if we have a duty to do so.

4. We only hold personal data for as long as necessary. Once data is no longer needed it is deleted from our files.

5. We never sell, rent or exchange mailing lists.

6. Please note that we only share data with partners that operate their own Privacy Policy.

7. If at any point you wish to remove, alter, access or discuss the data held by us regarding you then please notify us via telephone, email or in writing and we will ensure your request is dealt with promptly and correctly.

8. In accordance with the Privacy and Electronic Communications (EC Directive) Regulations 2003, we never send bulk unsolicited emails, (popularly known as Spam) to email addresses.

9. We may send emails to existing customers or prospective customers who have enquired or registered with us, regarding products or services directly provided by us.

10. All emails sent by us will be clearly marked as originating from us. All such emails will also include clear instructions on how to unsubscribe from our email service and any future emails. Such instructions will either include a link to a page to unsubscribe or a valid email address to which you should reply, with "unsubscribe" as the email subject heading.

## **11. Policy changes**

This Privacy Policy will be regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right, at all times, to update, modify or amend this Policy. However we will not significantly change how we use information you have already given to us without your prior agreement.

If you have any questions relating to our Privacy Policy please email me at [farmorganisation@btinternet.com](mailto:farmorganisation@btinternet.com)

**Sarah Liddle, Rose Cottage, Little Fencote, Northallerton, N.Yorks, DL7 0RR**

**Phone - 01609 748385 Mobile - 07710 795585 Email - [farmorganisation@btinternet.com](mailto:farmorganisation@btinternet.com)**