

PRIVACY NOTICE FOR VOLUNTEERS

The Royal Ulster Agricultural Society [RUAS] is committed to protecting the privacy and security of your personal information. In accordance with the General Data Protection Regulation (GDPR), the RUAS has implemented this privacy notice to inform you, our volunteers, about the types of data we process about you. We also include in this notice the reasons for processing your data, the lawful basis for processing it, how long we keep your data, and your rights regarding it. For the purposes of Data Protection Laws, RUAS acts as the Data Controller, which means the Society is responsible for deciding how we hold and use your personal information.

1. DATA PROTECTION PRINCIPLES

The RUAS complies with Data Protection Law. Under GDPR, all personal data we obtain, and hold must be processed in accordance with a set of core principles. In line with these principles, we will ensure that:

- i) processing is fair, lawful, and transparent;
- ii) data is collected for specific, explicit, and legitimate purposes and is not processed in a manner that is incompatible with those purposes;
- iii) data collected is adequate, relevant, and limited to what is necessary for the purposes of processing;
- iv) data is kept accurate and up to date; data that is found to be inaccurate will be rectified or erased without delay;
- v) data is not kept for longer than is necessary for its specified purpose;
- vi) data is processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage by using appropriate technical or organisational measures.

2. TYPES OF DATA HELD

Personal data refers to any information that can identify an individual. It does not include anonymous data that does not identify the individual.

We collect, store, and utilise various categories of personal data concerning our volunteers to ensure processes are effective and efficient. This data is stored in our computer systems within each volunteer's individual record. It is your responsibility to keep us informed of any updates to your personal details so that we can maintain accurate records. If your personal details change, you can update them on your volunteer portal in the Engage system.

Specifically, we collect, store and use the following types of data:

- i) personal details such as name, title, previous names, address, phone numbers, email address, date of birth
- ii) name and contact details of your next of kin
- iii) your photograph
- iv) your gender
- v) information about any disability you have or other medical information
- vi) information gathered via the volunteer recruitment process
- vii) references if provided
- viii) details on your education and employment history
- ix) driving licence [if required for role]
- x) criminal convictions
- xi) information relating to your volunteering with us, including:
 - (1) your volunteering activities
 - (2) terms of our volunteer agreement with you
 - (3) volunteering hours

- (4) internal and external training undertaken
- (5) CCTV footage
- (6) Venue access card records
- (7) IT equipment uses,
- (8) Video footage/photographs

3. COLLECTING YOUR DATA

You have provided several pieces of data to us directly during the volunteer recruitment period and subsequently when you started volunteering. In some cases, we will also collect data about you from third parties, such as former or current employers. Personal data is stored in the Society's IT system, Engage [formerly Showbiz].

4. LAWFUL BASIS FOR PROCESSING

The data protection law permits us to process your data solely for specified purposes. Mainly, we handle your data to meet legal requirements or to effectively manage the volunteer agreement with you. The information below categorises the types of data processing relevant to your status and the lawful basis on which we rely.

Data	Activity requiring your data	Lawful basis
Personal contact details	The implementation of the volunteer agreement that the RUAS has entered into with you	Performance of the volunteer agreement: to contact you regarding your volunteering and involvement with the RUAS
Date of birth	To ascertain suitability for a volunteering role and to obtain consent if the volunteer is under 18.	Our legitimate interests are to ensure that the RUAS fulfils its duty of care towards under-18s.
Name and contact details of your next of kin	To contact someone in case of an emergency	Our legitimate interests are to ensure that the RUAS fulfils its duty of care
Photograph	To provide an access card to permit you to gain access to the locations where you will carry out your volunteering role.	Performance of the volunteer agreement
Information relating to your volunteering activities	Ensuring efficient allocation of resources to you [to include equipment, lunch and car parking allocations]	Performance of the volunteer agreement
Information regarding any disabilities you have or other medical conditions	To comply with our health & safety obligations and make reasonable adjustments for volunteers with disabilities	Legal obligation
Information gathered via the recruitment process, including details of your education and volunteering/employment	Making decisions in relation to your volunteering duties	Our legitimate interests are to ensure that volunteers are matched to roles that align with their knowledge, experience, availability and preferences.

history, and references provided		
Information relating to your performance in carrying out your volunteering role	Ensuring our policies and procedures are being followed as appropriate to provide a safe and informed volunteering experience	Our legitimate interests include ensuring volunteer duties are performed in accordance with RUAS policies and procedures to foster a positive volunteering experience, uphold high standards, and maintain the Society's reputation.
	Assessing training needs	Our legitimate interests are ensuring that volunteers have received appropriate training.
	Providing references to prospective organisations/employers when our name has been put forward by you, to assist with their effective recruitment decisions	Legitimate interest of the prospective organisation/employer.
Criminal convictions	Making decisions regarding information about any criminal convictions or offences	Our legitimate interest in making a decision regarding your recruitment as a volunteer for a role you have applied for
	Dealing with legal claims made against us	

5. SPECIAL CATEGORIES OF DATA

In some circumstances, the RUAS may process 'special category' or 'sensitive' personal data, for example, information regarding your ethnic origin or health. We will only do this with your explicit consent; in accordance with a legal obligation; to protect your vital interests (or those of someone else) when you are unable to give your consent; if you have already made such information public; or if it is necessary to use such sensitive data in relation to a legal claim we have or might face.

Specifically, with your consent and where required, in order to assess your volunteering capacity on health grounds, subject to proper confidentiality measures, we will use information about your physical or mental health, or disability status, to ensure your health and safety when volunteering, to evaluate your fitness to volunteer, and to provide suitable workplace adjustments.

6. FAILURE TO PROVIDE DATA

Unfortunately, if you do not provide the Society with the required data, it may prevent us from fulfilling the conditions necessary to establish a volunteer agreement with you. This could mean we are unable to offer you a volunteering opportunity.

7. CRIMINAL CONVICTION DATA

We will only collect criminal conviction data when it is relevant to the nature of your role and permitted by law. This may occur when it is necessary to comply with the law or for another

reason where there is a significant public interest in doing so. Usually, this data is gathered during the recruitment process but may also be obtained while you are volunteering. We use criminal conviction data to assess your suitability, or ongoing suitability, for the role. We rely on the lawful basis of compliance with legally required policies, processes, or vetting procedures to process this data.

8. WHO WE SHARE YOUR DATA WITH

Individuals within our Society who are responsible for recruiting volunteers and administering volunteering opportunities will have access to your data relevant to their functions. All individuals with such responsibility have been trained to ensure that data is processed in line with GDPR.

i. Data Processors and Technology Partners

We work with specialists in the following areas:

- a. IT Support: Our IT support company manages technical support and infrastructure
 - b. File Sharing: We use specialised software to share data
- ### **ii. D2i Systems Ltd, Tower Road, Birkenhead, Merseyside, CH41 1BP, is a trusted partner [ICO Registration reference: ZA237856]. D2i Systems Ltd will process your data to produce an access control card that grants you access to specific areas within the Eikon Exhibition Centre. As an official at the Balmoral Show, you have access to restricted zones that the general public and exhibitors are not permitted to enter, such as stewards' catering, showing rings and animal enclosures. For safety and security reasons, it is essential that the Society can distinguish genuine officials from members of the public. Your Photo ID acts as a secondary form of identification to your official lanyard. It is an important part of securing the show and helps prevent impersonation if your lanyard is lost or misplaced.**
- ### **iii. Other Third Parties**
- a. Government and regulatory bodies
 - b. Emergency services
 - c. Professional advisers [auditors, solicitors, Insurance company]

We may also share your data with third parties for other reasons to comply with a legal obligation upon us.

We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

We do not market or sell your information.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies, UK GDPR and legislation. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

9. PROTECTING YOUR DATA

The Society is aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. The Society has implemented processes to guard against such.

10. RETENTION PERIODS

The Society will only keep your data for as long as the Society will need it for, which will be at least for the duration of your volunteering with the Society though in some cases it will keep your data for a period after your volunteer agreement has ended. Some data retention periods are set by the law. Retention periods can vary depending on why the Society needs your data, to determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

11. AUTOMATED DECISION MAKING

Automated decision-making means making decisions about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

12. DATA SUBJECT RIGHTS

You have the following rights in relation to the personal data we hold on you:

- i. the right to be informed about the data we hold on you and what we do with it;
- ii. the right of access to the data we hold on you. More information on this can be found in our separate policy on Subject Access Requests;
- iii. the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- iv. the right to have data deleted in certain circumstances. This is also known as 'erasure';
- v. the right to restrict the processing of the data;
- vi. the right to transfer the data we hold on you to another party. This is also known as 'portability';
- vii. the right to object to the inclusion of any information;
- viii. the right to regulate any automated decision-making and profiling of personal data.

More information can be found on each of these rights in our separate policy on your rights in relation to your data.

13. CONSENT

Where you have provided consent for the Society to use your data, you also have the right to withdraw that consent at any time. This means that the Society will stop processing your data.

14. MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

15. DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Lizanne Gibson

Email: lizanne@ruas.org.uk

Royal Ulster Agricultural Society ICO Number – Z5454601