



## **PRIVACY POLICY**

Chale Show Ltd. is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when making a site booking or enquiry. This can also include lapsed bookings; up to maximum of 3 years without a booking at the event so that you can make a booking at a future date.

We collect basic personal details such as your name, address, e-mail address, telephone number and company details including charity numbers.

### **How we use information:**

We will use your information to send you letters or emails to give you details of bookings, information for the event including changes in circumstances or site information. We will also use this to send confirmation of your bookings. This use is in our 'Legitimate Interest'. We will not share your information with other third parties without your consent.

### **Security:**

We shall place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information. Information on site and at our office will be contained in a lockable area.

### **Your rights:**

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information for a maximum of 3 years without a booking or enquiry. We keep your information because you may resume your connection with The Chale Show and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you anything further without request.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below or email to the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this Privacy Policy:**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

### **How to contact us:**

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

*By phone:* 01983 472300

*By email:* [secretary@thechaleshow.co.uk](mailto:secretary@thechaleshow.co.uk)

*By post to:* Company Secretary, The Chale Show Ltd,  
c/o The Hub, Spanners Close, Chale Green, PO38 2HY

\*Chale Show Limited is a Private Limited Company, Number 6624462. It was formed to run The Chale Show for and on behalf of the Chale Horticultural Society, a registered charity, number 1129215.