



Scottish Association of Young Farmer's
Clubs

Privacy Policy

Privacy Policy

The Privacy and security of your personal data is very important to us and SAYFC take its responsibilities to protecting your data very seriously.

This Privacy Policy is designed to help you understand everything you need to know about what, why and the how's of our data gathering and processing operations, and what your legal rights are.

Who are we?

We are the Scottish Association of Young Farmers Clubs, Scotland's largest rural youth organisation. National office is based at: Courtyard (East), Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB. In this document, 'The Scottish Association of Young Farmers Clubs' will sometimes be referred to as 'we' or 'SAYFC'.

What kind of personal data do we collect and process?

SAYFC will only ever ask for personal data if it is required for a specific purpose.

We process the following information on our members, former members, prospective members and business contacts:

- **Personal and Contact details** such as title, first name, middle name, surname, postal address, email address, telephone number, mobile number (including parents/guardians for U18s)
- **Date of birth and gender identification**
- **Membership category** that you hold with us eg: Age
- **Bank details** if making any payments

Why do we collect personal data?

We will use personal data firstly to fulfil any contractual obligations that exist between us and yourself; where we request personal data be provided to meet the terms of any such contract, you will be required to provide the relevant personal data or we will not be able to deliver the goods and/or services you want. In such cases, the lawful basis of us processing the personal data is that it is necessary for the performance of a contract.

We may also process your personal data in accordance with our legitimate business interests; this is on the considered measure that we need the personal data to achieve the various purposes and that it could be reasonable for an individual to expect their data to be used for those purposes.

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Our data processing activities conducted on the lawful basis of 'legitimate interests' are:

- The administration and management of your membership relationship with SAYFC and Club
- To provide you with goods and services you are looking for
- To inform you of other goods and services we provide, or offers that may interest you (direct marketing)
- To send notifications on subjects you have subscribed to, or otherwise asked us to keep you informed of
- To improve the quality of the services we offer, and to better understand our members' needs by requesting feedback, or requesting you review the services we have provided, or we may send survey forms that we ask you to complete
- To notify you of any changes to the goods and/or services we provide, or have provided, that may affect you
- To allow us to understand the scale and range of our membership base; for statistical analysis and market research
- To recognise when members re-engage with our services
- To allow us to support and maintain our products in active service
- To provide reference information to third party organisations where you request us to do so
- Improve website so content is delivered more efficiently
- To enhance the security measures in place that protect data we are responsible for
- To investigate any insurance claims
- To protect the company's assets

We may also process your personal data in order for SAYFC to comply with our various legal obligations; this might include:

- Providing for financial commitments between us and yourself, or to relevant financial authorities
- Cooperating with relevant authorities for reporting criminal activity, or to detect and prevent fraud
- To carry out required business operations and due diligence; e.g. administration, security, reorganisations, investment or corporate/asset sales
- To comply with industry regulatory requirements and any self-regulatory schemes

Where we process special categories of personal data, we shall be processing this data on one or more of the following lawful basis:

- It is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

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- It relates to personal data which are manifestly made public by the data subject
- It is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- It is necessary for reasons of public interest in the area of public health such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices.

Where did we obtain your personal data?

- We obtain your personal data through the completion of a membership form which is required as part of the registration process to become a member of The Scottish Association of Young Farmers' Clubs.

Other than collecting data directly from you, we can gather it from other sources, such as:

- From third party organisations, which can mean your personal data has been provided directly by another company for a specific purpose, or where you may have accessed our platforms through a third party such as social media providers or Google for example.

Who will we share your information with?

In order to achieve the above stated purposes for which we process your personal data, we may need to share your personal data with various third-party service providers who act as data processors.

We may share your personal data with third party organisations acting as data controllers or with specific individuals, groups or other organisations who act as neither data controllers nor data processors, but only where we are either legally required to do so by law or where doing so is necessary to achieve the intended stated purpose of processing the data.

Where is my data going to be stored?

No Data Transfers will be outside EU by Controller

SAYFC will not transfer your personal data to any country outside the European Union (EU) other than those that have been granted an adequacy decision under the General Data Protection Regulation (GDPR).

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Personal information retention

We will keep your personal data only for as long as required in order to achieve the purposes for which it was gathered, in line with this privacy notice.

Where we are required to keep personal data for safeguarding reasons, it will be kept until the data subject reaches normal retirement age or for 10 years - whichever is longer.

Otherwise, our retention period for data is:

- Membership data is renewed yearly
- From 7 years to 100 years data will cease to be processed and will be archived in a limited form such as names and photographs for historical purposes only

You may request that we erase your personal data at anytime, though in cases where there is a remaining relevant or legal reason why we are required to keep the data we may opt to restrict the amount of processing being conducted to what is absolute necessary in line with your legal rights in order to minimise the impact the processing will have.

Your rights

Under the GDPR, you have a number of rights regarding your personal data:

- To withdraw your consent to processing, where processing is based on consent.
- To object to processing for direct marketing, historical research and statistics and where processing is based on our legitimate interests (we will tell you if that is the case) or to ask us to restrict processing of your personal data.
- To request rectification or erasure (in certain circumstances) of your personal data.
- To ask us to tell you about the personal data we hold on to you (a 'Subject Access Request')
- The right to complain to the Information Commissioner's Office. We will always try to maintain the highest standards and encourage the confidence our members have in us as an organisation. In order that we can achieve this we do request that any complaints be first brought to our attention so we can properly investigate matters; if however you would like to complain about to a supervisory authority you may do so by contacting the Information Commissioners Office on 0303 123 1113, or anyone of the other reporting methods listed on their website - <https://ico.org.uk/concerns>

Club responsibilities

SAYFC affiliated clubs may also store their own data in relation to:

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- **Date of birth and gender identification**
- **Membership category** that you hold with us eg: Age
- **Medical information** (including allergies and medical conditions)
- **Photography consent**

If you wish to contact SAYFC in regard to the personal data we hold, please contact our CEO; Penny Montgomerie, The Scottish Association of Young Farmers Clubs, Courtyard (East), Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB.



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