**Somerset Sheep**

**Dog Training & Trialling Club**

**General Data Protection Regulations**

**PrivacyPolicy**

**About this policy**

This policy explains when and why we Somerset Sheepdog Training & Trialling Club collect personal information about our members and how we use it; keep it secure and club member’s rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club website regularly for any amendments <http://www.somersetsheepdogs.co.uk/> We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

**Responsible person**

For the purposes of the GDPR, The Club Secretary will be the “controller” of all personal data we hold about club members and others. The Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018.We will review personal data every year to establish whether we are still entitled to process it or not.

**Member’s rights**

You have rights under the GDPR:

* To access your personal data
* To be provided with information about how your personal data is processed
* To have your personal data corrected
* To have your personal data erased in **certain circumstances**
* To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Secretary.

**Specific use and sharing of personal information**

In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news, competition entries/results and other important notices etc. Your personal data will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

**The Lawful reasons for processing your data.**

We have two lawful reasons for processing your data, which are:

(a) Processing of your data is necessary for the administration of your membership contract.

(b) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The table below gives further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

**Data processed with your consent**

The club will seek consent in the membership application form before processing any information as outlined below.

|  |  |  |
| --- | --- | --- |
| **Type of information** | **Purpose** | **Shared with** |
| Photos and videos of members and their dogs | Putting on the Club’s website and social media pages and using in press releases. | With permission of the members in each instance. |
| Member's name, address, telephone numbers, e-mail address | Website access and newsletter distribution | Web and newsletter publishers – members consent will be requested separate to membership/renewal |

**Enquiries and other communications with the club**

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will onlybe retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis.

**Children**

Parents or guardians signing the membership form are giving their permission for the data to be used as described elsewhere in this policy.

**How we protect your personal data**

The Data Controller will process membership information electronically and handwritten forms and hold all information on file. A backup of this information will be held on club secretary/membership secretary computer. Paper copes of data will be held at the membership secretary and secured by a filing cabinet. If it is necessary to transport data it will be kept secure.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

**Request to see your personal information**

If you wish to know what personal data the club holds please contact the club secretary and he/she will respond within 14 days of the request (depending on availability).

**Accuracy and retention of data**

Each individual member is responsible for keeping the secretary informed of changes to their data (e.g. address/telephone number etc. and this is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

The data are kept on file at the club secretary’s home. The data will be normally be kept for up to 7 years .It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Names and scores may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.