



Usk Valley Working Gundog Club (ID 718)

GDPR PRIVACY NOTICE

1. Introduction

- 1.1 Usk Valley Working Gundog Club is committed to protecting your personal information and respecting your privacy.
- 1.2 This Privacy Notice sets out the basis on which any personal data that we collect from or about you, or that you provide to us, will be processed by us.
- 1.3 For the purpose of the General Data Protection Regulation (the GDPR), the data controller is Usk Valley Working Gundog Club.
- 1.4 We may update this Privacy Notice from time to time. Please check back regularly to see any updates or changes to this Notice.

2. Data Protection Contact

- 2.1 The contact details for our Secretary for any data protection queries are as follows;
 - 2.1.1 uvsecretary@outlook.com
07763 888177

3. Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.



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4. Particulars of Processing

- 4.1 We process personal data about members, judges and competitors/exhibitors to our events. The categories of person about whom we process personal data are described in more detail in the Annex to this Privacy Notice.

5. Your Rights as a Data Subject

- 5.1 The General Data Protection Regulation provides the following rights (subject to some exemptions):
- 5.1.1 The right to request access to the personal data that we hold about you;
 - 5.1.2 The right to request rectification of the personal data that we hold about you;
 - 5.1.3 The right to request erasure of the personal data that we hold about you;
 - 5.1.4 The right to request restriction of processing about you;
 - 5.1.5 The right to object to processing and
 - 5.1.6 The right to data portability.

If you wish to raise a complaint about how we have handled your personal data, you can contact our Secretary at the details above.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Full contact details can be found at <https://ico.org.uk/global.contact-us/>

6. How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances;

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.



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3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests)
 2. Where it is needed in the public interest (or for official purposes)
- 6.1 We will generally process your personal data for contractual necessity in providing membership services and events. We may also use personal information for additional relevant and related purposes where you might reasonably expect us to do so, where the benefits of doing so are not outweighed by your own interests or fundamental rights or freedoms. This may include;
- 6.1.1 To maintain our records and other administrative purposes, including updating your details and preferences;
 - 6.1.2 To assist with queries, complaints and dispute resolution;
 - 6.1.3 For communications related to membership and invitations to participate in canine market research or canine health studies;
 - 6.1.4 To assist with upholding our club constitution and taking action in cases where there may be a breach of the Club rules or Codes of Ethics.
- 6.2 We will ask for your direct consent IF we intend to use your personal data for marketing purposes. Where our processing of personal data is based on your having given consent, you have the right as a data subject to withdraw that consent at any time. IF you wish to invoke this right, please notify the Secretary using the contact details set out in Section 2 above.
- 6.3 You have the right to lodge a complaint with a supervisory authority. In the United Kingdom, the supervisory authority is the Office of the Information Commissioner. Full contact details can be found at <https://ico.org.uk/global.contact-us/>



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7. Recipients of Data

- 7.1 We may use service providers to help us provide you with our services. Personal data may be transferred to such service provider, who act for or on our behalf, for further processing in accordance with the purpose(s) for which the data was originally collected or may otherwise be lawfully processed.
- 7.2 Such third parties have contracted with us as data processors under the requirements in the GDPR. They are contractually bound to only use personal data for the agreed purpose(s). Relevant persons working for these third parties will have access to your personal data under the terms of the data processor contract, but only to the extent of necessary to perform their services for us.
- 7.3 These data processors agree to implement reasonable contractual and technical protections, to keep your data confidential, not sell your personal data to third parties and to not disclose your personal data to third parties except as may be required by law, as permitted by us or as stated in this Privacy Policy.
- 7.4 In appropriate circumstances we may disclosed data to authorised bodies as required by law.



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ANNEX

This Annex sets out the Usk Valley Working Gundog Clubs processing of personal data relating to members (including committee members), judges, competitors, field trials, working tests, training days and meetings.

What personal data do we process, why do we process it and what is the lawful basis for us to obtain this information?

Committee, Officers and Members

- Name
- Address
- Email Address
- Telephone Number

We process your personal data for the following purposes;

- To comply with KC rules and regulations.
- To uphold Club Rules and Code of Conduct.
- To provide membership services including administration and transactional communications.
- Contacting you regarding club events/meetings and sending news and updates.
- Contacting you via email or telephone to provide relevant information.
- Publishing details on our websites/social media (Committee Members & Officers only)
- Contractual Necessity / Consent
- Contractual Necessity
- Contractual Necessity
- Legitimate interests
- Consent
- Consent

The Kennel Club will hold the personal data of officers of the Club as part of the implementation of the Kennel Club Rules and Regulations. This data is supplied to the Kennel Club by Usk Valley Working Gundog Club in line with the rules and regulations set by the Kennel Club.

Judges

- Name
- Address
- Email Address
- Telephone Number



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We process your personal data for the following purposes;

- To comply with KC rules and regulations (including sharing relevant information required)
- To uphold Club Rules and Code of Conduct.
- Administration and transactional communications relevant to judging appointments.
- Contractual Necessity
- Contractual Necessity
- Contractual Necessity

Competitors inc. Non Members and Exhibitors

- Name
- Address
- Email Address
- Telephone Number
- Information on your Dog

We process your personal data for the following purposes;

- To comply with KC Rules and Regulations
- To uphold Club Rules and Code of Conduct.
- Administration and transactional communications relevant to competitors entering our events.
- To contact you regarding future events.
- Publication of your name, address and dog information in event schedules. (You have the right to reject)
- Publication of event results on our website, social media sites and other media publication streams.
- Contractual Necessity
- Contractual Necessity
- Contractual Necessity
- Legitimate Interests
- Legitimate Interests
- Legitimate Interests

Recipients of your personal data;

We disclose data to the following outsourced data processors, in line with **Section 5** of our main Privacy Policy, for the purpose of;

- Fosse Data Systems – processing your entries
- FTMS – processing your entries
- Mailchimp – for member communications.

Usk Valley Working Gundog Club provide personal data of our Field Trial Competitors at our events to the Kennel Club, in order to comply with the Rules and Regulations set by the Kennel Club.



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Landowners

- Name
- Address
- Email Address
- Telephone Number

We process your personal data for the following purposes;

- | | |
|--|--|
| <ul style="list-style-type: none">• To comply with KC Rules and Regulations• To uphold Club Rules and Code of Conduct.• Administration and transactional communications relevant to competitors entering our events.• To contact you regarding future events.• Publication of your name and venue location for events. (You have the right to object)• Publication of event results on our website, social media sites and other media publication streams. | <ul style="list-style-type: none">• Contractual Necessity• Contractual Necessity• Contractual Necessity• Legitimate Interests• Legitimate Interests• Legitimate Interests |
|--|--|

Sponsors and Suppliers

- Name
- Address
- Email Address
- Telephone Number

We process your personal data for the following purposes;

- | | |
|--|---|
| <ul style="list-style-type: none">• To comply with KC rules and regulations (including sharing relevant information required)• To uphold Club Rules and Code of Conduct.• Administration and transactional communications relevant to sponsorship and supplier appointments.• Publication of event sponsorship on our website, social media sites and other media publication streams. (You have the right to object) | <ul style="list-style-type: none">• Contractual Necessity• Contractual Necessity• Contractual Necessity / Consent / Legitimate Interests• Legitimate Interests |
|--|---|

Where do we obtain your personal data from?

Most of the above personal data is received direct from you (The Data Subject), however, information may be received from third parties (e.g. Fosse Data, FTMS, Mailchimp)

VERSION 1.May2018

Review date: August2018



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How long do we hold your personal data for?

Personal data will be retained in accordance with statutory requirements, Kennel Club requirements and recommendations and the Clubs Retention Policy which is available on request.

- Membership Forms, Membership Data, Working Test Entry, Field Trial Entry and Training Applications Forms are all held securely for 12 months.
- Committee and Office Contact details are retained in line with Kennel Club Regulations and reviewed annually.

Are you obliged to provide us with your personal data?

You are not obliged to provide the personal data in question. However, if you do not provide the personal data, we will be unable to perform any contact we have with you for the provision of membership services, judging appointments or event services.

ANY FINANCIAL DATA ARISING FROM TRANSACTIONAL PROCESS WILL BE HELD SECURELY BY USK VALLEY WORKING GUNDOG CLUB IN ACCORDANCE WITH COMPLIANCE WITH ALL STATUTORY AND HMRC REQUIREMENTS.