



Sutton Coldfield and District Dog Training Club Data Privacy Policy

Introduction

Sutton Coldfield and District Dog Training Club ('we'/'us') stores and processes data as part of the fulfilment of its aims as a not-for-profit community organisation. Our organisation was established for not-for-profit making purposes.

This policy covers the following areas:

- Who we are
- Principles
- The information we hold
- How your information is used
- How your information is stored
- Our website
- Photography and Videos
- Controlling your data
- Further information

Who we are

Sutton Coldfield and District Dog Training Club is an unincorporated not-for-profit voluntary organisation. The club is governed by a committee of volunteers who share oversight for the organisation, directing how it is managed and run.

Principles

Sutton Coldfield and District Dog Training Club is committed to protecting your privacy and processing data lawfully. We therefore:

- Will collect and store data necessary to establish, process and maintain your membership
- As a Kennel Club registered organisation, we will share your details with the Kennel Club to register you with them for the purposes of participation in Kennel Club registered awards.
- Always store data securely to prevent unlawful or unauthorised processing, access, loss, damage or destruction.
- Will not share personally identifiable information with any other organisation without your consent.
- Act in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- Will respond to and address any data related questions submitted in writing

The information we hold

The activities undertaken by Sutton Coldfield and District Dog Training Club result in the need for collection, processing and storage of your personal data. The information we collect may include the following:

- Name, address, year of birth, gender, email, username
- Connections between database records (ie. junior applicant and adult accompanying).
- Dog name, dog breed
- IP addresses and login details
- Communications with us including written, verbal, physical and electronic

How your information is used

We aim to be clear when we collect your information and not do anything you wouldn't reasonably expect.

On joining or renewing your club membership, you will be asked to provide or confirm personal information including your name and contact details. You agree we may use and store the information you provide for legitimate purposes including:

- Membership purchase and renewal
- Notification of club meetings, events and activities
- Information which we believe is relevant to your membership we feel would be of interest or benefit to you, other members, applicants and potential applicants.

While we keep communications to a minimum, you can request that we do not use your personal information to contact you:

- a) As a member- by unticking the "Newsletter" box in your online profile on the Club's website; or
- b) As a non-member- by contacting us via our contact form.

Following the above we may still make contact with you for the purposes of administration of your application, membership, fulfilment of the Club's rules or where legally or otherwise obliged.

If you do not wish us to contact you at all, we will delete all your personal information from our records on receipt of notification via our contact form. Where applicable this will result in immediate cancellation of your membership with no right to a part or full refund.

Your personal information will be held by the Committee and any others appointed or authorised by the Committee where access to your personal information is required in fulfilment of their Club duties. Your personal information may be disclosed to third parties as follows:

- to the The Kennel Club Limited by the Club's Kennel Club Liaison Officer to the extent required by our Kennel Club registration;
- to our service providers in order to undertake legitimate purpose activities (eg to our bank to process your membership payment or to our email host to contact you); and
- to other third parties when we are legally obliged.

We may also use your data:

- When you provide consent to do so
- To contact you in case of adverse or emergency situations
- When we are required by law or as part of an investigation

For further information about how your information is maintained and used by the Club, please contact us via our contact form.

How your information is stored

The primary repository for personal information is the Sutton Coldfield and District Dog Training Club membership database hosted within the Wordpress plugin Restrict Content Pro ("RCP"). RCP is a third-party plugin licensed to Sutton Coldfield and District Dog Training Club, protected by passwords and industry-standard-or-higher levels of security.

Our website

The Sutton Coldfield and District Dog Training Club website (www.scdog.club) collects personal information when you submit information via a contact form. We may also record any personal information you submit to us by email or other forms of communication. Please do not submit information which you do not wish to be held by us.

Like many websites, our site uses cookies to help analyse data about website traffic. These are small data files stored by the browser which help us to improve our site and deliver the best possible browsing experience. The information we collect is anonymous. Our site is set to 'allow all cookies' to provide you with the best experience. You can disable cookies in your browser. More information about this can be found here: <https://www.wikihow.com/Disable-Cookies>.

Photography and Videos

We occasionally take photos and/or video during training classes and events. While we will endeavour to seek permission from the subjects at the time of photo or video being taken, any such photos and videos are deemed personal information and may be used in line with the usage section above.

Controlling your data

Please contact us via our contact form if you require access to your data or have any further questions.