



PRIVACY NOTICE

The Central Scotland Gundog Club will act as the 'Controller' of the personal data provided to us. We take your privacy seriously and will only use your personal information to administer your Membership and to provide you with relevant club information. It will be treated as confidential by us and held in accordance with GDPR 2018.

Why we need it

We need to collect information for the purpose of sending notifications by email to members/subscribers, of:

- relevant membership information by email of AGM,
- subscriptions/renewals/fees,
- competitions (test or trial),
- website & members privileges,
- training days,
- other useful information.

We also need to record who has paid their subscription for each financial year and are therefore afforded the benefits of membership.

A list of members names is printed for each working test to ensure that only members receive the discounted entry fee. This list is then destroyed by shredding within 24 hours of the event. A list of members names may also be printed for discussion at a committee meeting or AGM and destroyed within 24 hours.

We also hold details of useful contacts to the club, for example KC contact details and Judges contact details as well as their panel rating. This allows us to contact them for availability for tests, trials, mock trials, or training days.

What we do with it

You have consented to provide this information to us when completing your membership application, or by responding to our email to 18/19 members on this matter.. You can unsubscribe from the service at any time. We will retain personal information until you unsubscribe from this service, do not renew your membership within the agreed period, or the contact details you have provided are no longer valid.

All the personal data we hold is located on the home drive of the General Secretary, One Drive, Membermojo, and Gmail. All are password protected. No third parties have access to your personal data unless the law allows them to. In order to maintain this club, information may be accessed by third parties supporting the development and maintenance of CSGC digital services.

General Secretary centralscotlandgundogclub@gmail.com
Retriever Secretary csgcrtsec@gmail.com
Website <https://www.centralscotlandgundogclub.co.uk/>
Facebook <https://en-gb.facebook.com/CSGC2011/>



PRIVACY NOTICE

What are your rights?

You have a right to see the information we hold on you by making a request in writing to the email address below. If at any point you believe the information we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. 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).

Our **Data Protection Officer** in the CSGC is the General Secretary who can be contacted on centralscotlandgundogclub@gmail.com

Data we process when you contact us

- When you send us your initial **membership application** form we record your name, address, contact telephone number and email address. If you are under 18? We record this and note that parents approval has been given.
- When you join the **website** we record email information for those members who wish to register for site access. Thereafter the user is responsible for the information they enter. There is a contact section should they wish to have their data deleted or removed completely.
- When you join or renew your membership via **membermojo** we record details based on our membership form. Gaining consent - our form includes 'accept terms' fields that must be ticked before the form completes. The date the application was completed is stored which is the date consent was given.

Where data is stored - all servers and backups are hosted in secure UK facilities.

How data is protected - we provide security and access controls for your member data.

How long data is kept for - we define how long personal data is retained and we automate the deletion, under KC rules we must retain data for 12 months.

Right to access - members can sign in to view their own personal data.

Right to rectification - members can sign in and amend their own personal data.

Right to Erasure - administrators can securely delete personal data for members requesting their data be erased. Erasing a member will remove their member record and anonymise any activity, attendance and (optionally) payment records.

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Lawful right - "The Club's" view is that Email is a **Contractual necessity**: where the processing is necessary for the performance of the club membership contract. The Club will need to collect, process and store members' data in order to provide and manage membership services, including transactional communications. However you may consent to us contacting you via other methods of communication which you can tick by viewing then editing your own details. These may be changed in the future by yourself or at your own request.

- When you renew your membership we record how this was paid. We also keep a note of who has paid what year and when the payment was made.

Why we process it

We process this data for the purposes described including to:

- Help us know you from someone else with the same name, or identify you if you send in a cheque with a different name or bank transfer payment.
- Gives us an alternative way to contact you if your email is not right or there is an issue about paying your membership renewal e.g. you have forgotten to sign your cheque.
- By knowing which members pay by bankers order etc it helps us to remind only those who have not paid a renewal yet.
- We use your email details to set up email groups for mailing purposes.
- GDPR rules state that we cannot accept membership applications from children without parents approval.
- Membermojo will send out automatic reminders to members and facilitate an easy option for repayment to those who do not pay by bankers order.
- We need to know when a member pays late as there is a date that memberships should be paid by – those who pay after this date will be required to pay a joining fee as well as the renewal fee. This is to ensure that members pay for their subscription in a timely manner. If you are not a paid up member you will not get a vote at an AGM.

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Information Retention

We will annually review the personal data we hold on you after each membership year, and delete details of those who have informed us that they no longer wish to remain a member, or who have not renewed their membership by a prescribed period (within constitution).

Contact details of Judges and other useful contacts will be retained on Gmail accounts for General Secretary and Retriever Secretary whilst the contact information remains valid or until they are no longer undertaking their role.

Sharing of Information

The club is registered with the Kennel Club and must submit an annual return which includes a list of members to the club. There are also other times when a restricted list of members is provided to the KC:

- On request by the KC as evidence for a field trial licence application

The Club will not share your data under any other circumstances, unless prescribed above.. Any group email will be by blind copy. However smaller discussion emails may include visible email accounts where it is useful and relevant to do so.

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