



## Poole Canine Club Privacy Notice

### Introduction

1. Poole Canine Club is committed to protecting your personal information and respecting your privacy. 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.
2. For the purpose of the General Data Protection Regulation (GDPR) or Data Protection Act 2018 (DPA), the data controller is Poole Canine Club.
3. We may update this Privacy Notice from time to time. Please check back regularly to see any updates or changes to this Notice.

### Contact details

4. The contact details for our Secretary for any data protection queries are as follows:  
Jacqueline Rorke  
Telephone: 01202 731661  
Email: [jacquierorke1@aol.com](mailto:jacquierorke1@aol.com)
5. Please contact the Secretary above if you have any questions or concerns about personal data and privacy matters, or if you wish to update your personal or contact information.

### Application of data protection principles

6. We will comply with data protection law. This says that the personal information we hold about you must be:
  - a. Used lawfully, fairly and in a transparent way.
  - b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - c. Relevant to the purposes we have told you about and limited only to those purposes.
  - d. Accurate and kept up to date.
  - e. Kept only as long as necessary for the purposes we have told you about.
  - f. Kept securely.

7. We process personal data about members, judges, ring stewards 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.
8. Most commonly, we will use your personal information in the following circumstances:
  - a. Where we need to perform any contract we have entered into with you. The most common example will be the necessary processing of personal data in order to provide services and events to Poole Canine Club's membership, which will include contacting members to provide information about forthcoming events.
  - b. Where we need to comply with a legal obligation.
  - c. 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. For example, to maintain accurate records and complete returns to the Kennel Club; to assist with upholding Poole Canine Club's constitution and taking action in cases where there may be a breach of Poole Canine Club's rules; to assist with queries, complaints and dispute resolution.
9. 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 above.
10. Poole Canine Club uses 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.

### **Your rights as a data subject**

11. The DPA / GDPR provide the following rights (subject to some exemptions):
  - a. The right to request access to the personal data that we hold about you;
  - b. The right to request rectification of the personal data that we hold about you;
  - c. The right to request erasure of the personal data that we hold about you;
  - d. The right to request restriction of processing about you;
  - e. The right to object to processing; and
  - f. The right to data portability.
12. If you wish to raise a complaint on how we have handled your personal data, you can contact our Secretary at the details above.
13. If you are not satisfied with our response or believe we are processing your personal data in a manner which is not in accordance with the law, you can complain to the Information Commissioner's Office (ICO) full contact details for which can be found at <https://ico.org.uk/global/contact-us/>.

## **ANNEX**

This Annex sets out Poole Canine Club's processing of personal data relating to members, judges and exhibitors/competitors at our events (including shows, training seminars).

### **What personal data do we process, why do we process it and what is the lawful basis?**

#### ***Members, including committee members***

Process: name, address, e-mail address, telephone number

We process your personal data for the following purposes:

- Provision of membership services including administration and transactional communications relating to membership (contractual necessity)
- Upholding Poole Canine Club's Rules (contractual necessity)
- Compliance with Kennel Club Rules and Regulations (contractual necessity)
- Contacting you regarding newsletters, invitations and information about club events/meetings, etc (contractual necessity / legitimate Interests)
- Publication on Poole Canine Club's website or in show documentation (for committee members) (consent)
- Contacting you by e-mail to provide related information and information / marketing communications (if any) (consent)

#### ***Judges and Ring Stewards***

Process: name, address, e-mail address, telephone number

We process your personal data for the following purposes:

- Administration and transactional communications relating to judging appointments (contractual necessity)
- Upholding Poole Canine Club's Rules (contractual necessity)
- Compliance with Kennel Club Rules and Regulations (including sharing relevant required information) (contractual necessity)
- Publication of appointments in the show/event schedules (contractual necessity)

#### ***Exhibitors/Competitors***

Process: name, address, e-mail address, telephone number, dog information

We process your personal data for the following purposes:

- Administration and transactional communications for exhibitors/competitors entering our events (contractual necessity)
- Provision of services relating to our events (contractual necessity)
- Upholding Poole Canine Club's Rules (contractual necessity)
- Compliance with Kennel Club Rules and Regulations (contractual necessity)
- Contacting you regarding future events (legitimate interests)
- Publication of your name, address and dog information in show/event catalogue (subject to the right to object) (legitimate interests)
- Publication of event results on our website or any other publications (legitimate interests)

We also process personal data for Poole Canine Club's legitimate interests as we have outlined in the main Privacy Notice. Please be assured that we will always take account of your personal data rights in doing so.

**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. providers of online show entry services).

**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 club's data retention policy which is available on request.

**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 contract we have with you for the provision of membership services, judging appointments or event services.

**Recipients of your personal data**

We disclose data to outsourced data processors (e.g. providers of online show entry services), in line with our Privacy Policy. We provide show entrants' data to our show printer for inclusion in the show catalogue.

**Kennel Club records**

The Kennel Club will hold the personal data of officers of Poole Canine Club as a part of the implementation of Kennel Club Rules and Regulations.

We provide the Kennel Club with details of Poole Canine Club's officers in order to meet requirements in the Kennel Club Rules and Regulations.

**Do we use your data for any automated decision-making?**

No personal data is processed for automated decision-making.

Any financial data arising from a transactional process will be held securely by Poole Canine Club in accordance and compliance with all statutory and HMRC requirements.