

# Catalan Sheepdog of Great Britain Privacy Notice

## Introduction

- ❖ **The Catalan Sheepdog Club of Great Britain (CSCGB)** 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.
- ❖ For the purpose of the General Data Protection Regulation [the GDPR], the data controller is **The Catalan Sheepdog Club of Great Britain (CSCGB)**.
- ❖ We may update this Privacy Notice from time to time. Please check back regularly to see any updates or changes to this Notice.

## 1. Data Protection Principles

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

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

## 2. Particulars of processing

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.

## 3. Your rights

All individuals have rights under the data protection legislation and they are summarised below and The CSCGB have measures and processes in place for handling these requests (subject to some exemptions):

- ❖ Your right to request access to the personal data that we hold on you. You can request all personal data we hold about you. You have the right to request this information using one of the contact methods listed above. We will review the request and provide you with the information we have as soon as possible, however, if the request is complex, we will contact you within 30 days to explain this and provide time scale to respond fully.
- ❖ Your right to request correction of the personal data that we hold about you. We aim to have the most accurate and up to date information, but please advise us as soon as possible if any of the information we hold about you is inaccurate and we will amend it.
- ❖ Your right to request removal of the personal data that we hold about you. Providing there is no legal basis or compelling reason for this data to be processed any longer.
- ❖ The right to request restriction of processing of your data. You have the right to request that the processing of your data is restricted in circumstances eg. When you contest the accuracy of the data or when the processing is unlawful.
- ❖ The right to object to processing of your personal data. If you do not want it processed for purposes of direct marketing, or if the data is not being legitimately processed.
- ❖ The right to obtain and reuse your data for your own purposes. You can request a copy of your personal data in csv format where this is technically possible.

#### **4. Data Protection Contact**

The contact details for our Secretary for any data protection queries or to exercise your rights as above are:

Email – [secretary@catalansheepdogclub.co.uk](mailto:secretary@catalansheepdogclub.co.uk) Post – Ivy House Farm, Brandy Wharf Road, Waddingham, Lincolnshire, DN21 4RP.

If you wish to raise a complaint on 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 incorrectly, you can lodge a complaint with the Information Commissioner’s Office (ICO) full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

#### **5. Why we gather 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:

- ❖ Where we need to perform the contract we have entered into with you (as a member, judge, steward, exhibitor, purchaser etc).
- ❖ Where we need to comply with a legal obligation.
- ❖ 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:
  - Where we need to protect your interests (or someone else's interests).
  - Where it is needed in the public interest [or for official purposes].

<b>How we use your information?</b>	<b>Our legal basis for processing it</b>
To provide you with a service as a member/exhibitor/service user.  To assist with queries, complaints and dispute resolution.  For communications related to membership and invitations to participate in canine market research or canine health studies.	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.
To maintain our records and other administrative purposes, including updating your details and preferences	On the basis that we cannot fully provide you with the services requested without holding this data.
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.	To meet our legal and regulatory obligations.

## **6. Marketing**

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.

- ❖ 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 for which can be found at <https://ico.org.uk/global/contact-us/>

## **7. Recipients of Data**

- ❖ 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.

- ❖ 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 necessary to perform their services for us.
- ❖ 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.
- ❖ In appropriate circumstances we may disclose data to authorised bodies as required by law.

## **8. Visitors to The CSCGB website – Cookie Policy**

- ❖ We use cookies to monitor how people use our websites. Our first party cookies set directly by our website collect data on:
  - a) how you use the CSCGB website to help us improve user experience
  - b) where we have links to Facebook, and you have a Facebook account, cookies will be used to remember which pages you have liked, remember your login and enable sharing etc
- ❖ We collect these cookies under Legitimate Interests in order to provide you with our online services and to analyse visitor behaviour on our websites.
- ❖ Cookie information is held on your browser and you can amend your browser settings at any time. However, please be aware that blocking or deleting all cookies will affect the usability of our websites.
- ❖ These cookies do not store any personally identifiable information. If you are using Chrome you can also view websites in incognito mode, which enables you to view a site without the details being recorded in your browser history etc, any cookie created using an incognito mode session will be automatically deleted when you close the incognito browser window.

## **9. Contact details**

- ❖ Please contact the Secretary above if you have any questions or concerns about personal data and privacy matters.

## ANNEX

This Annex sets out The CSCGB’s processing of personal data relating to members (including committee members), judges and exhibitors/competitors at our events.

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

<b>Members</b>	
<ul style="list-style-type: none"> <li>❖ Name Address</li> <li>❖ Email address</li> <li>❖ Telephone number</li> <li>❖ Dog information</li> </ul> <p>We process your personal data for the following purposes:</p>	
<p>Purpose:</p> <ul style="list-style-type: none"> <li>❖ Provision of membership services including administration and transactional communications relating to membership.</li> <li>❖ Upholding the Club/Society Rules and Code of Ethics.</li> <li>❖ Compliance with Kennel Club Rules and Regulations.</li> <li>❖ Contacting you regarding newsletters, invitations and information about club events/meetings [etc.]</li> <li>❖ Contacting you regarding canine health studies, analysis of data provided, forming health plans.</li> <li>❖ Publication in the Members handbook/yearbook or on the website (for Committee Members) [anywhere else published].</li> <li>❖ Contacting you by email to provide related information and information /marketing communications (if any).</li> </ul>	<p>Lawful Basis:</p> <ul style="list-style-type: none"> <li>Contractual Necessity</li> <li>Contractual Necessity</li> <li>Contractual Necessity</li> <li>Legitimate Interests</li> <li>Legitimate Interests</li> <li>Consent</li> <li>Consent</li> </ul>
<b>Judges</b>	
<ul style="list-style-type: none"> <li>❖ Name Address</li> <li>❖ Email address</li> <li>❖ Telephone number</li> </ul> <p>We process your personal data for the following purposes:</p> <p>Purpose:</p> <ul style="list-style-type: none"> <li>❖ Administration and transactional communications relating to judging appointments.</li> <li>❖ Upholding the Club/Society Rules and Code of Ethics.</li> <li>❖ Compliance with Kennel Club Rules and Regulations (including sharing relevant required information).</li> <li>❖ Publication in the Club/Society judges’ list and for appointments in the show/event schedules.</li> </ul>	<p>Lawful Basis:</p> <ul style="list-style-type: none"> <li>Contractual Necessity</li> <li>Contractual Necessity</li> <li>Contractual Necessity</li> <li>Legitimate Interests</li> </ul>

<b>Exhibitors/Competitors</b>	
<ul style="list-style-type: none"> <li>❖ Name Address</li> <li>❖ Email address</li> <li>❖ Telephone number</li> <li>❖ Dog information</li> </ul>	
We process your personal data for the following purposes:	
<b>Purpose:</b>	<b>Lawful Basis:</b>
<ul style="list-style-type: none"> <li>❖ Administration and transactional communications for exhibitors/competitors entering our events</li> </ul>	Contractual Necessity
<ul style="list-style-type: none"> <li>❖ Provision of services relating to our events</li> </ul>	Contractual Necessity
<ul style="list-style-type: none"> <li>❖ Upholding the Club/Society Rules and Code of Ethics</li> </ul>	Contractual Necessity
<ul style="list-style-type: none"> <li>❖ Compliance with Kennel Club Rules and Regulations</li> </ul>	Contractual Necessity
<ul style="list-style-type: none"> <li>❖ Contacting you regarding future events</li> </ul>	Legitimate Interests
<ul style="list-style-type: none"> <li>❖ Publication of your name address and dog information in show/event catalogue [subject to the right to object].</li> </ul>	Legitimate Interests
<ul style="list-style-type: none"> <li>❖ Publication of event results on our websites or [any other publications]</li> </ul>	Legitimate Interests

We also process personal data for The CSCGB’s legitimate interests as we have outlined in the main Privacy Notice (paragraph 4.3). 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.

**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 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 the following outsourced data processors, in line with section 5 of our main Privacy Policy, for the purposes of complying with Kennel Club rules and regulations:

- ❖ Kennel Club who may request details from time to time regarding Judges lists, Membership lists, plus AGM minutes which contain member names.
- ❖ Show entry processors which include entry details, as required for events.

## **Kennel Club records**

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

We provide the Kennel Club with details of The CSCGB officers and winners at our events in order to meet requirements in the Kennel Club Rules and Regulations.

We provide show entrants' data to our show printer for inclusion in the show catalogue.

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 The CSCGB in accordance and compliance with all statutory and HMRC requirements.