



GENERAL DATA PROTECTION REGULATION (GDPR)

The Wiltshire Working Gundog Society (the Wiltshire) follows the GDPR Principles for processing data: -

- Lawful/fair and transparent
- Accountable; demonstrate compliance
- Purpose limited
- Adequate/relevant/limited data
- No longer than necessary
- Data security - technological etc protection from breach/notification of breach

We have completed an overview of how we handles data by asking five key questions:-

- Why - the purpose/reason for holding data
- Who - whose data is it holding
- What - what data is being held]
- Where - where is the data being held
- When - for how long is the data held
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LEGAL

The Wiltshire Working Gundog Society is a membership organisation based in the United Kingdom. Its activities are governed by the Society's Rules and Regulations. The Society is registered with the Kennel Club Limited number 717. The Society's activities are governed by the rules and regulations dictated by the Kennel Club Limited. Wiltshire Working Gundog Society Rules and Regulations which set out the aims, structure and governance of the organisation are available to members on the website or on request to the secretary.

DEFINITION OF INFORMATION HELD AND WHY

Constituted as a membership society organisation we necessarily hold personal information required for us to carry out the aims and objectives of our constituted rules. The constitutional objects of the Wiltshire are to promote and encourage the training of gundogs for work in the field by holding gundog training classes and seminars, and to organise field trials and gundog working tests.

By definition of our function we have to retain membership records and competitor entrant records of our competitions and events and from which photographic records may be kept.

The functional requirement of maintaining a membership organisation and promoting competitions and events involves holding names, addresses, telephone numbers, email addresses (and only for Junior members under 18 years of age, dates of birth of birth) of:-

- Our elected members.
- Applicants and entrants (who may be members or non-members) in our competitions and events together with details of their dogs entered.
- Members and non-members who may assist us at our events such as judges, stewards and assistants.

OUR PRIVACY POLICY

Our privacy policy is laid out below, but if we have contacted you and you no longer wish to receive information from us then first of all we apologise for the inconvenience.

If you contact us requesting for data to be removed, we will of course do so – within the requirements dictated to maintain your membership or competition record.

1. Introduction

This policy covers the Wiltshire's use of personal information that it collects when you become a member, apply for entry in or take part in our activities, as a member or non-member, as a competitor, volunteer, judge or official, or when you use our website and social media channels.

2. Types of information gathered

From time to time, you may be asked to submit personal information about yourself (e.g. name and telephone number, email address, your dog's Kennel Club registered name) in order to receive or use our services or enter in our activities. By providing or entering your details in paper-based or online forms in the fields requested, you enable us to provide you with the services you select. Photographic records may be kept of participants in our events. Whenever you provide such personal information, we will treat that information

in accordance with this policy. When using your personal information we will act in accordance with current legislation.

The Wiltshire website does not use cookies to hold behavioural information. (Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website).

During the course of any visit to the Wiltshire's website the pages you see are downloaded to your computer.

3. Use and storage of your personal information

When you supply any personal information to the Wiltshire (e.g. contact information) it has legal obligations towards you in the way it uses that information/data. It must collect the information fairly, that is, it must explain how we will use it.

Your data will be held as long as and where necessary to be used for the purpose for which it was intended. Implicit in being a Wiltshire member or applying to take part in or enter any Wiltshire activity, you consent that you have opted in to your personal information being used for the purposes of the Wiltshire's activities conducted on yours and the Wiltshire's members' behalf.

Any information you provide to the Wiltshire via the website, social media, membership application, gundog working test, field trial, training or through any other activity or paper-based forms and registration systems, will be used only within the Wiltshire operating within its Rules and Regulations.

The Wiltshire will not share, sell or disclose data to a third party save to share information where it is obligated to provide the Kennel Club Limited with information in accordance with the Wiltshire's registered Kennel Club Limited status or save to share results of competitions and photographic records that may be disclosed to third-party media organisations for publication.

Your information will be disclosed where the Wiltshire is obliged by law.

The Wiltshire will use your information data to maintain your membership record and to conduct the activities of its business as a membership organisation such as to contact you about the business of the organisation, for example (but not exclusively) gundog working test notices, field trial schedules, training notices and other activities for members.

The Wiltshire will retain information pertaining to competition results produced in the course of its activities. These may be published e.g. on the website or social media or to other media organisations for the purpose of reporting the Wiltshire's events and

competition results. Competition entrant's information and results of competitions will be shared/made available to the Kennel Club Limited as required under its J Regulations.

If you post or send offensive, inappropriate or objectionable content anywhere to the Wiltshire on the website, its social media channels or otherwise engage in any disruptive behaviour on the website or social media, the Wiltshire can use whatever information that is available to it about you to stop such behaviour. In these cases this may involve informing relevant third parties such as your employer, Internet provider or law enforcement agencies about the content and your behaviour.

The Wiltshire will hold your personal information on its systems for recording keeping purposes. It will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998. The information you provide will be used to allow the Wiltshire to conduct its business according to its constitution known as its "rules and regulations". The Wiltshire may use the information you provide to contact you for service administration purposes, this means that the Wiltshire may contact you for a number of purposes related to the service you have expressed an interest in, by becoming a member of the Wiltshire or applying or entering to take part in its activities. For example, it may wish to provide you with information about events and send you reminders or publish results of competitions.

The Wiltshire may contact you for promotional purposes, such as notifying you of new services or events related to the Wiltshire's activities, your agreement to receive such information being implied by your membership or entry (as member or non-member) into any Wiltshire activity.

4. Access to your personal information

You have the right to request a copy of the personal information the Wiltshire holds about you and to have any inaccuracies corrected. (We charge £10 for each information request) Please address requests to the Wiltshire's address below.

The Secretary
The Wiltshire Working Gundog Society
Peter Amor
5 Jubilee Road
Devizes
Wiltshire