

The Field Spaniel Society

General Data Protection Regulation (GDPR) Privacy Notice

1. Introduction

The Field Spaniel Society 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 Field Spaniel Society. We may update this Privacy Notice from time to time. Please check back regularly to see any updates or changes to this Notice.

2. Data Protection Contact

The contact details for our Secretary for any data protection queries are as follows: fieldspansec@gmail.com Tel. No. 01282 865705

3. Data Protection Principles

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

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

4. 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.

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.

5. Your rights as a data subject

The General Data Protection Regulation provides the following rights (subject to some exemptions):

- The right to request access to the personal data that we hold about you;
- The right to request rectification of the personal data that we hold about you;
- The right to request erasure of the personal data that we hold about you;
- The right to request restriction of processing about you;
- The right to object to processing; and
- The right to data portability.

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 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/>

6. How we will use 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.
- 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].

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. This may include:

- To maintain our records and other administrative purposes, including updating your details and preferences:
- 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:
- To assist with upholding our Society constitution and taking action in cases where there may be a breach of the Society rules or Codes of Ethics.

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. This may include:

- Production of the Field Spaniel Society Year Book
- Production of the Field Spaniel Society News Letter
- Production of the Field Spaniel Society Show/Event catalogues
- Other Field Spaniel Society publications
- Kennel Club records
- The Kennel Club will hold the personal data of officers of the Society as a part of the implementation of Kennel Club Rules and Regulations.
- We provide the Kennel Club with details of Challenge Certificate winners at our events in order to meet requirements in the Kennel Club Rules and Regulations.

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.

In appropriate circumstances we may disclose data to authorised bodies as required by law.

8. How long do we hold your personal data for?

Personal data will be retained in accordance with statutory requirements, Kennel Club requirements and recommendations. Personal data may be further processed and stored for archiving for statistical and historical purposes e.g. old membership lists and other data etc. When further processed and stored we will consider the initial purpose, the reasonable expectations of members and appropriate safeguards. The Field Spaniel Society will consider how long is practically useful.

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 Field Spaniel Society's processing of personal data relating to members (including committee members), judges and exhibitors/competitors at our events.

Members

- Name
- Address
- Email address
- Telephone number (Home/Mobile)
- Membership Type (UK/Overseas, Joint/Single/Life, Adult/Junior/Game Keeper/Honorary/Life)
- Current or most recent year of Membership

We process your personal data for the following purposes:

- Provision of membership services including administration and transactional communications relating to membership
- Upholding the Society Rules and Code of Ethics
- Compliance with Kennel Club Rules and Regulations
- Contacting you regarding newsletters, invitations and information about Society events/meetings
- Publication in the Members yearbook or on the website
- Contacting you by email to provide related information and information

Judges

- Name
- Address
- Email address
- Telephone number (Home/Mobile)
- Judging Appointments

We process your personal data for the following purposes:

- Administration and transactional communications relating to judging appointments
- Upholding the Society Rules and Code of Ethics
- Compliance with Kennel Club Rules and Regulations (including sharing relevant required information)
- Publication in the Society judges' list and for appointments in the show/event schedules and on the website

Exhibitors/Competitors

- Name
- Address
- Email address
- Telephone number
- Dog information

We process your personal data for the following purposes:

- Upholding the Society Rules and Code of Ethics
- Compliance with Kennel Club Rules and Regulations
- Contacting you regarding future events
- Publication of your name address and dog information in show/event catalogue [subject to the right to object]
- Administration and transactional communications for exhibitors/competitors entering our events
- Provision of services relating to our events
- Publication of event results on our websites or other Field Spaniel Society publications