

Southern Border Terrier Club (SBTC) - GDPR Policy & Guidance

This policy is intended to be a simple guide to how the SBTC comply with the GDPR requirements; it is not an extensive guide and if doubt remains further advice or guidance should be sought.

The club made changes to our membership application, renewal forms and introduced a change of consent form to ensure members are informed and able to request change in the data being held by the SBTC, should they choose.

After conducting a review it was concluded that the data and information held by the club is not considered to be sensitive or confidential and no inappropriate use of the data held was identified. However this does not mean we should be complacent or take the trust of members or judges for granted.

All reasonable requests for deletion of data or sharing what information we hold on an individual by that individual should not be questioned simply acted upon. For example it would be reasonable for a member to request their address be deleted from our membership database it would not be reasonable for them to request destruction of all yearbooks containing their address. It would be reasonable for a judge to request we share or delete all of their judging records however it would not be reasonable for them to request access to or the deletion of all judges' records.

As an amateur club data and information is often stored in an individual's home or on an individual's computer, it is not considered necessary to secure these records in a locked container as access is controlled and property locked when not at home.

Don't just send data out or share information for no good reason, always think about what you are sending to whom and why? It is OK to share member's lists between committee members for the administration of the club, so it is fine to email a members list to a show manager who is checking entries of those claiming to be members. It would not be reasonable to use the members list if you were setting up a new cosmetic business and wanted to contact members in relation to that business. It is not appropriate to send a members list to someone not on the committee. It would be OK to email the judges list to committee or secretaries of other KC registered clubs. No membership or judges lists should be sent to recipients outside of the UK other than in the form of the Year Book which can be sent to paid up overseas members.

As members and judges have given consent for the club to hold their name, address, email and telephone details (with the option to delete any or all of these methods of contacting them); then it is reasonable for the club to contact them or share these details for the pursuit of the clubs objectives in regard to Border Terriers. It would not be reasonable for an officer or committee to use the information to contact them in regard to non-club related matters unless the individual has given their consent. It would not be reasonable for the club to sell members contact details to a third party such as a pet food company.

If you no longer need data delete or destroy it. Retention of records should be two but no more than five years for members or judges no longer actively involved as members and/or judges. As previously mentioned all request for deletion of data should be actioned as soon as is practicable without question.

If in doubt please contact an Officer of the Club and discuss before sharing contact details of members or judges. If you think a GDPR breach has occurred report it to an Officer of the club, who should investigate and decide what if any action is required.