**Wrayfield Agility Privacy notice**

**1.**

**Introduction**

1.1.

Wrayfield Agility Club is committed to protecting

personal information and respecting your privacy.

1.2.

1.3.

1.4.

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 Wrayfield Agility Club.

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**

2.1.

The contact details for our Secretary for any data protection queries are as follows:

2.1.1.

2.1.2.

[*wrayfielddogagility@gmail.com*](mailto:wrayfielddogagility@gmail.com) – (Subject Line: Data Protection Query)

*07525264708*

**3. 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.

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**4. Particulars of processing**

4.1.

We process personal data about members, invitees and suppliers. The categories of person

about whom we process personal data are described in more detail in the Annex to this

Privacy Notice.

**5.**

**Your rights as a data subject**

5.1.

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

exemptions):

5.1.1.

5.1.2.

5.1.3.

5.1.4.

5.1.5.

5.1.6.

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 a[t https://ico.org.uk/global/contact-us/](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:

1. Where we need to perform the contract we have entered into with you.

2. Where we need to comply with a legal obligation.

3. 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:

1. Where we need to protect your interests (or someone else's interests).

2. Where it is needed in the public interest [or for official purposes].

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6.1

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:

6.1.1. To maintain our records and other administrative purposes, including updating your

details and preferences:

6.1.2. To assist with queries, complaints and dispute resolution;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.

6.2

6.3

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**

7.1.

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.

7.2.

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.

7.3.

7.4.

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.

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**8.**

**Visitors to Wrayfield Agility Club website – Cookie Policy (if appropriate)**

8.1.

We use cookies to monitor how people use our websites. Our first party cookies set

directly by our website collect data on:

8.1.1. 1st Party

8.1.2. 3rd Party

8.2.

8.3.

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.

8.4.

Please see our Cookie Policy for further information on data we collect through our

websites and how you can block and delete cookies [*link to cookie policy*]

**9.**

**Contact details**

9.1.

Please contact the Secretary above if you have any questions or concerns about personal

data and privacy matters.

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**ANNEX**

This Annex sets out the Wrayfield Agility Club processing of personal data relating to members

(including committee members), invitees and suppliers at our events.

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

**Members**

Name

Address

Email address

Telephone number

Dog’s Information

We process your personal data for the following purposes:

Provision of membership services including administration and

transactional communications relating to membership

Upholding the Club/Society Rules and Code of Ethics

Contractual Necessity

Contractual Necessity

Legitimate Interests

Contacting you regarding newsletters, invitations and

information about club events/meetings [*etc.*]

Publication in the Members handbook/yearbook or on the

website *(for Committee Members)*

Contacting you by email to provide related information and

information /marketing communications (if any)

Consent

Consent

**Invitees**

Name

Address

Email address

Telephone number

Dog’s Information

We process your personal data for the following purposes:

Administration and transactional communications relating to

invited guests

Contractual Necessity

Upholding the Club/Society Rules and Code of Ethics

Contractual Necessity

Consent

Publication in the Members handbook/yearbook or on the

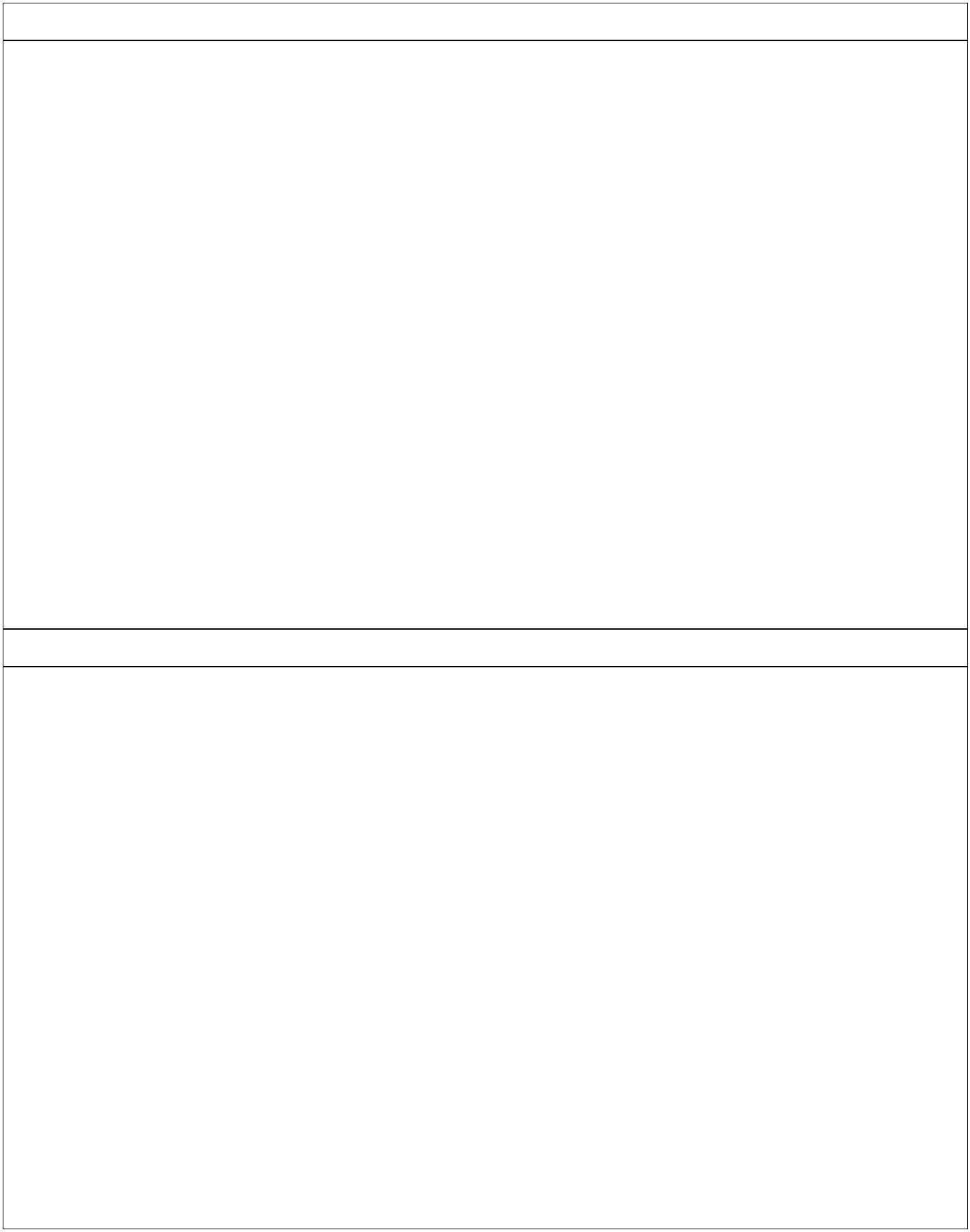
website *(for Committee Members)*

Contacting you by email to provide related information and

information /marketing communications (if any)

Consent

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We also process personal data for the Club/Society’s legitimate interests as we have outlined in the

main Privacy Notice (paragraph 6.1). 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. [*third party*]).

**How long do we hold your personal data for?**

Personal data will be retained in accordance with statutory requirements, 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 7 of our main

Privacy Policy, for the purposes of legal requirements:

Authorised bodies as required by law

**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 [*organisation*]**

**in accordance and compliance with all statutory and HMRC requirements.**

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