

GDPR

Privacy Policy

1. Introduction

1. **SCOTTISH FIELD TRIALS ASSOCIATION** is committed to protecting your personal information and respecting your privacy.
- 2 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.
- 3 For the purpose of the General Data Protection Regulation (GDPR), the data controller is SCOTTISH FIELD TRIALS ASSOCIATION.
- 4 We may update this privacy notice from time to time. Please check back regularly to see any changes to this Notice.

2. Data Protection Contact

- 1 The contact details for our Secretary for any data protection queries are as follows:
2. Email: anne.headding@gmail.com
3. Phone: 07710 230569

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 purpose;
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.

4. Particulars of Processing

1. We process personal data about members, non-members, judges, hosts, stewards and competitors 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

5. Your Rights as a Data Subject

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

1. The right to request access to the personal data that we hold about you.
2. The right to request rectification of the personal data that we hold about you.
3. The right to request erasure of the personal data that we hold about you.
4. The right to request restriction of processing about you.
5. The right to object to processing and
6. The right to data portability.

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 interest (or those of a third party) and your interests and Fundamental rights do not override these interests.

We may also use your personal information in the following situations which are likely to be rare:

4. Where we need to protect your interests (or someone else's interests);
5. Where it is needed in the public interest (or for official purposes);
6. We will generally process your personal data for contractual necessity in providing membership services and Events.

We may also use your 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:

7. To maintain our records and other administrative purposes, including updating your details and preferences;
8. To assist with queries, complaints and dispute resolution;
9. For communications related to membership and invitations to participate in canine market research or canine Health studies;
10. 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.
11. 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.
12. 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

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.
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.
3. 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.
4. In appropriate circumstances we may disclose data to authorised bodies as required by law.

8. Visitors to Scottish Field Trials Association Website – Cookie Policy

We do not use cookies to monitor how people use our website.

9. Contact Details

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

ANNEX

This Annex sets out the Scottish Field Trials Association's processing of personal data relating to members (including committee members), non-members, judges, stewards, hosts, sellers and competitors at our events.

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

Members, Non-Members and Competitors

- Title
- Forename
- Surname
- Email Address
- Telephone Number
- Mobile Number
- Address
- County
- Postcode
- Country
- Breeds of Interest [spaniel, retriever]

- Contact Type
- Notes
- Dog Information
- Breeder details

We process your personal data for the following purposes:

Purpose	Lawful Basis
Provision of membership services including administration and transactional communications relating to membership (<i>members only</i>)	Contractual Necessity
Provision of services relating to our events	Contractual Necessity
Upholding the Club Rules and Code of Ethics	Contractual Necessity
Compliance with The Royal Kennel Club Rules and Regulations	Contractual Necessity
Administration of entries in to events (<i>including confirmation of entry and payment</i>)	Contractual Necessity
Contacting members regarding information about club membership/events/meetings	Legitimate Interests
Contacting Non-Members and Competitors regarding future events	Legitimate Interests
Publication of entrants to events on the club website (subject to the right to object), draws and event running cards/schedules	Contractual Necessity
Publication of event results, photos and videos on our website and/or our social media sites (including the Club's Facebook page) (subject to the right to object)	Legitimate Interests
Contacting you by email or post to provide other related information and promotional/marketing communications	Consent

Judges / Stewards

- Title
- Forename
- Surname
- Email Address
- Telephone Number
- Mobile Number
- Address
- County
- Postcode
- Country
- Breeds of Interest
- Contact Type
- Notes
- Judges Number (*judges only*)
- Breed Group (*judges only*)
- Classification (*judges only*)

We process your personal data for the following purposes:

Purpose	Lawful Basis
Administration and transactional communications relating to judging or stewarding appointments	Contractual Necessity
Upholding the Club Rules and Code of Ethics	Contractual Necessity

Compliance with Kennel Club Rules and Regulations (including sharing relevant required information)	Contractual Necessity
Publication for appointments in the club's event running cards/schedules (including the website – subject to the right to object)	Legitimate Interests
Publication of event results, photos and videos on our website and/or our social media sites (including the Club's Facebook page) (subject to the right to object)	Legitimate Interests
Hosts (relating to event locations)	
<ul style="list-style-type: none"> • Title • Forename • Surname • Email address • Telephone Number • Mobile Number • Address • County • Postcode • Country 	
We process your personal data for the following purposes:	
Purpose	Lawful Basis
Administration of events	Contractual Necessity
Upholding the Club Rules and Code of Ethics	Contractual Necessity
Compliance with The Royal Kennel Club Rules and Regulations (including sharing relevant required information)	Contractual Necessity
Publication with regard to event location in the club's event running cards/schedules (including the website – subject to the right to object)	Legitimate Interests
Publication of event results, photos and videos on our website and/or our social media sites (including the Club's Facebook page) (subject to the right to object)	Legitimate Interests

We also process personal data for the Club/Society's legitimate interests as we have outlined in the main Privacy Notice (paragraph 6). 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. The Royal Kennel Club Ltd).

How long do we hold your personal data for?

Personal data will be retained in accordance with statutory requirements, The Royal 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

Other than in relation to specific third parties as set out below, we will only share your personal data with external third parties where:

- we have your consent, or
- we are required to do so under a statutory or legal obligation, or
- we are permitted to do so in accordance with the Data Protection legislation.

We may pass personal data to third parties in the following circumstances:

- to suppliers (such as IT service providers) who process information on our behalf;
- to independent suppliers who are under a contractual obligation to assist us with our business operations (for example, printers of running lists etc);
- to law enforcement or regulatory bodies if required to do so by them.

Specific Third Parties

We disclose data to the following outsourced data processors, in line with sections 5 and 6 of our main Privacy Policy, for the following purposes:

Northgate Systems N.E Ltd – Website and database hosting. Privacy policy can be found at <https://www.northgatesystems.co.uk/privacy-policy>

The Royal Kennel Club

Where necessary or required we share your personal data with The Royal Kennel Club.

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

We provide The Royal Kennel Club with details of Scottish Field Trials Association officers and winners in order to meet requirements in The Royal Kennel Club Rules and Regulations.

Printer

We provide event entrants' data to our event printer for inclusion in the event running cards / schedules.

Sponsor (for example, Skinners)

We provide competition entrants' names/dog information and photographs to our event/competition sponsor where requested.

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 Scottish Field Trials Association in accordance and compliance with all statutory and HMRC requirements.