

## **Hillheads Dog Club - Privacy Notice**

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

### **Your data**

We will process the following personal data:

- Name
- Address (including postcode)
- Contact Telephone Number
- Email address
- Dogs Name
- Dogs Breed
- Kennel Club Registration Details
- Individual Photos
- Dog's Microchip Details

### **Recipients**

Your personal data will be shared by us with:

- The Kennel Club
- Our Insurance Providers
- Photographs may be published online on Hillheads Dog Club's website and facebook account

### **Purpose**

The purposes for which we are processing your personal data are:

- To maintain accurate records of class attendance and any credits
- To maintain contact details for business insurance requirements
- To inform the Kennel Club of your dogs achievements

### **Retention**

Your personal data will be kept by us for the following durations:

Application records and associated files (including text messages, letters, emails, comment and feedback) will be deleted 6 years after the end of the most recent class.

Your personal data will be stored on a cloud based file storage system.

## Your rights

You have the right to request information about how your personal data is processed, and to request a copy of that personal data.

You have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

You can request a copy of your personal data, in machine-readable format, by emailing [Chaise39@gmail.com](mailto:Chaise39@gmail.com) - this request may take up to four weeks to process.

You have the right to request that your personal data is erased if there is no longer a justification for it to be processed.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

- your data is not processed for direct marketing purposes from a 3rd party.
- occasionally Hillheads Dog Club may send you text messages or emails in regards to class availability or upcoming events.

You have the right to object to the processing of your personal data:

- you can object to processing, although you will then be unable to attend classes at Hillheads Dog Club.

## Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

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