



# Bernese Mountain Dog Club of Great Britain

## GDPR Privacy Notice

### 1. Introduction

- 1.1. The Bernese Mountain Dog Club of Great Britain is committed to protecting your personal information and respecting your privacy.
- 1.2. 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.
- 1.3. For the purpose of the General Data Protection Regulation [the GDPR], the data controller is The Bernese Mountain Dog Club of Great Britain (BMDC of GB).
- 1.4. 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:

secretary@bernese.co.uk  
01793 845445

### **3. Data Protection Principles**

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

3.1.1 Used lawfully, fairly and in a transparent way.

3.1.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

3.1.3. Relevant to the purposes we have told you about and limited only to those purposes.

3.1.4. Accurate and kept up to date.

3.1.5. Kept only as long as necessary for the purposes we have told you about.

3.1.6. Kept securely.

### **4. Particulars of processing**

4.1. We process personal data about members, judges, ring stewards and competitors/exhibitors at 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**

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

5.1.1. The right to request access to the personal data that we hold about you;

5.1.2. The right to request rectification of the personal data that we hold about you;

5.1.3. The right to request erasure of the personal data that we hold about you;

5.1.4. The right to request restriction of processing about you;

5.1.5. The right to object to processing; and

5.1.6. 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 at para 2 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:

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].

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;
- 6.1.3. For communications related to membership and invitations to participate in canine market research or canine health studies:
- 6.1.4. 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 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.
- 6.3 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. 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.
- 7.4. In appropriate circumstances, we may disclose data to authorised bodies as required by law.

## **8. Visitors to the BMDC of GB website – Cookies**

8.1 We do not use Cookies to monitor how people use our website.

8.2 We do use Cookies for basic website functionality but do not capture or store personal information.

8.3 We do collect data via the various contract forms submitted on line and via PayPal payments received. For PayPal payments we receive your email address, name and address and this information is stored in a password protected site and kept in hard copy by our Treasurer for the purposes of supporting our annual accounts.

## **9. Contact details**

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

[secretary@bernese.co.uk](mailto:secretary@bernese.co.uk)

01793 845445

## **ANNEX**

This Annex sets out the Bernese Mountain Dog Club of Great Britain's processing of personal data relating to members (including committee members), judges and exhibitors/competitors at our events.

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

	<b>Membership</b>	<b>Committee</b>	<b>Judges</b>	<b>Exhibitors</b>	<b>Rescue</b>	<b>Health</b>
<b>Whose Data do we hold?</b>	Members	Committee members	All A, B & C list judges for the breed	Members & non-members	Adopters, potential adopters and those surrendering dogs. Vets & insurance companies	Members and non members
<b>What data do we hold?</b>	Names & addresses, tel numbers & email addresses	Names & addresses, tel numbers & email addresses.  Bank account details	Names & addresses, tel numbers & judging CV.	Names & addresses, tel numbers and dogs' KC registered names	Names, addresses, tel numbers and email addresses, detail about family, household, lifestyle	Individually volunteered minimal contact information, (names, email or phone)
<b>Why do we hold the data?</b>	To facilitate communication with them.	To facilitate communication and payment of expenses.	To maintain a list of eligible judges, thus allowing contact with them.	In accordance with KC rules for running a show	To ensure that the dogs we are rehoming are placed in the very best, most suitable homes for life.	Compile a database of Bernese Deaths for use as health-related information. Owners names sometimes published alongside dog's details in health test results.
<b>Is it for legitimate reasons?</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Where do we hold the data?</b>	Membership database – laptop <b>with</b> password protection.	Names & addresses on Membership database – club laptop with password protection.	In hard copy and on Judges' subcommittee Chair AND Secretary's PCs. Backed up onto external hard drive.	Hard copies of entry forms and listed in show catalogues, available for sale to	Hard copy only held by Rescue Co-ordinator.	Breed Health Coordinator's password protected laptop. Dog's summary details only published on web site and in our club and other breed club magazines. Owners and breeders giving information are

		Secretary holds on club records (currently on password protected pc and backed up on external hard drive).  Treasurer holds committee bank account details in hard copy.		all. Copies held by Club Secretary as club archive.  Garden Party entry forms are destroyed after each event.		given the option of publication of dog's details. No person's details published in any format except as part of health test results as copied from KC publications.
<b>How long do we hold the data?</b>	Currently forever in hard copy, forming a club archive	Currently forever in hard copy, forming a club archive	Currently forever in hard copy, forming a club archive	Currently forever in hard copy, forming a club archive	18 years so far. To keep a record of all enquiries in case we need to look back for some information.	Forever as part of ongoing information collection for analysis and comparison.
<b>Do we share the data?</b>	Membership list published in annual handbook – mailed to all members and old copies given away e.g. at Discover Dogs, for the information of prospective owners/members .	Yes, published in all club publications – website, handbook, magazines, show catalogues. Some also quoted on club formal	Yes, published in annual club handbook	Yes, in show catalogues. Exhibitors have the option to withhold publication of their address.	No	Owners names published alongside dog details in health test results.

	<p>Membership have the option to withhold publication of their name &amp; address.</p> <p>Any members who advertise in the handbook include their contact details at their own choice/discretion.</p>	<p>letterhead.</p>				
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**We process your personal data for the following purposes:**

**Purpose**

**Lawful basis**

- |  |                              |
|--|------------------------------|
| <ul style="list-style-type: none"> <li>• Administration and transactional communications for exhibitors/competitors entering our events, judges and Rescue adopters</li> </ul> | <p>Contractual Necessity</p> |
| <ul style="list-style-type: none"> <li>• Provision of services relating to our events</li> </ul>   | <p>Contractual Necessity</p> |
| <ul style="list-style-type: none"> <li>• Upholding the Club/Society Rules and Code of Ethics</li> </ul>  | <p>Contractual Necessity</p> |
| <ul style="list-style-type: none"> <li>• Compliance with Kennel Club Rules and Regulations</li> </ul>  | <p>Contractual Necessity</p> |
| <ul style="list-style-type: none"> <li>• Contacting you regarding future events</li> </ul>   | <p>Legitimate Interests</p>  |
| <ul style="list-style-type: none"> <li>• Publication of your name address and dog information in show/event catalogue [subject to the right to object]</li> </ul>              | <p>Legitimate Interests</p>  |
| <ul style="list-style-type: none"> <li>• Publication of event results on our websites and club publications</li> </ul>   | <p>Legitimate Interests</p>  |

We also process personal data for the Club's legitimate interests as we have outlined in the main Privacy Notice. 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 Kennel Club).

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

Personal data will be retained in accordance with statutory requirements, 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**

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

- We provide show entrants' data to our show printer for inclusion in the show catalogue.
- We provide advertisers data to our handbook and magazine printers for inclusion in such publications.

### **Kennel Club records:**

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

We provide the Kennel Club with details of Club Officers and Challenge Certificate winners at our events in order to meet requirements in the Kennel Club Rules and Regulations.

### **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 BMDC of GB in accordance and compliance with all statutory and HMRC requirements.**