



Letchworth (First Garden City) Dog Training Club Data Protection Policy

Sign to agree data collection and storage:

About the personal data the Club collects

We collect the following data: Members' names, addresses, email addresses, phone numbers, medical details for use in an emergency and parent/guardian details of Members under 18. We also collect the names and phone numbers of an emergency contact. We take photos and videos of our Members.

The data is stored on a paper Membership Form by the Club Secretary and in a web-based password-protected database accessible by Committee Members and Instructors. The following information can be viewed in the database: Members' names, email addresses, phone numbers, emergency contact name, phone number and medical details for use in an emergency.

Data is not shared with third parties except on request from law enforcement agencies and parties mentioned in Rule 26.

Consent

Members opt in to their details being stored as detailed above when they sign the box above. It is the responsibility of the Member to seek permission from their named emergency contact to their data being stored as detailed above.

Members' rights

Members have the right to:

1. Be removed from the Membership list on request to the Club Secretary.
2. Be removed from the web-based online database on request to the Webmaster.
3. See what information the Club has stored on them on request to the Club Secretary or Webmaster (whichever is relevant).
4. Have their history deleted on request to the Club Secretary or Webmaster.
5. Change their details.

If any changes are made to what data is collected and how it is stored, the Club will declare it and seek consent of Members prior to implementation.

Contact details

Club Secretary Jo Sawford club.sec@letchworthdtc.org.uk

Webmaster Sharon Harber webmaster@letchworthdtc.org.uk



LETCHWORTH DOG TRAINING CLUB

KC Registered

Membership Application and Renewal Form 2018

Name			
Address			
Phone		Mobile	
Email			

Tick this box to subscribe to email news

	Dog's Pet Name	Age	Breed	Vaccination Renewal Date
1				
	1 KC Name:			
2				
	2 KC Name:			

Please write the details of additional dogs on the back

I have read and agree to abide by the rules and code of conduct of the club

Signed..... Date.....

(Optional) Emergency Details

The following details are to be stored in the register: **emergency contact name, emergency contact number**, * denoting if the handler has stated allergies/medical condition.

The following details, as they are stated below, will be stored in an online database accessible by the committee and instructors only: **emergency contact name, emergency contact number, allergies/medical conditions**.

Emergency contact name	
Emergency contact number	
Allergies/Medical Conditions	

This section to be completed by instructor or committee member

Vaccination Renewal Dates Checked	<input type="checkbox"/>
Annual Membership Fees Paid (£10* per Adult); (£5* under 18)	<input type="checkbox"/>
Class Fees Paid	<input type="checkbox"/>
Total	<input type="checkbox"/>

*50% reduction after 1st September

Signed: _____ Date: _____