



## 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](mailto:club.sec@letchworthdtc.org.uk)

**Webmaster** Sharon Harber [webmaster@letchworthdtc.org.uk](mailto:webmaster@letchworthdtc.org.uk)