# Letchworth (First Garden City) Dog Training Club

# Data Collection and Storage Policy

## 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 data of Members under 18. We also collect the names and phone numbers of an emergency contact. We collect photos and videos of our Members.

The data is stored on a paper Membership Form by the Club Secretary.

As required by the Kennel Club, the Club maintains an up to date list of members and their addresses, and if so requested, will make the names available for inspection by the Kennel Club and Members of the Club. By signing this form you agree to your name being included on this list.

## Consent

Members opt in to their details being stored as detailed above when they sign the Membership Form. It is the responsibility of the Member to seek permission from their named emergency contact to their data being stored as detailed above. Members consent to photos and videos of themselves, along with their first name, being published on the Club website (public) and Facebook page (private group) when they sign the membership form.

## 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 by request to the Webmaster.
3. See what information the Club has stored on them by 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