

UNITED RETRIEVER CLUB

GENERAL DATA PROTECTION REGULATIONS (GDPR) - GUIDANCE NOTES

1. The Membership Secretary will electronically retain the master list of members. The computer used will be password protected with additional password protection of the individual spreadsheets/documents containing membership data. The data retained will comprise of member name, postal address, email address, telephone numbers and in the instance of junior membership the month and year of birth, this information will be deleted when the member reaches the age of 18.
2. ~~The Parent Body Secretary, Field Trial Secretary, Show Secretary, Area Secretaries, Area Membership Secretaries, and Area Working Test Secretaries, may electronically retain a list of member data relevant to their role.~~ **The Parent Body Secretary, Field Trial Secretary and Show Secretary may electronically retain a list of member data relevant to their role. Within the Areas, the Area Secretary, Area Membership Secretary, and Area Working Test Secretary or an elected deputy may also electronically retain a list of member data relevant to their role.** All lists will be deleted annually after the receipt of an updated and current list from the Parent Body Membership Secretary. The computer used will be password protected with additional password protection of the individual spreadsheets/documents containing membership data. The data retained will comprise of member name, postal address, email address, telephone numbers and in the instance of junior membership the month and year of birth, this information will be deleted when the member reaches the age of 18. The information retained by each Officer will be provided by the Membership Secretary using a secure transfer method.
3. Transfer of data held by Parent Body and Area Officers may only take place when a change of Office occurs. All transfers of data to new Officers must be minuted in Parent Body and relevant Area records. A communication must be sent and recorded to all departing Officers requesting the secure deletion of all member records held by them on electronic devices. Hard copy records must be securely passed back to the Parent Body or Area Secretary. All methods of data transfer must be secure.
4. Field Trial Secretary/Show Secretary/Area Working Test Secretaries shall retain all entry forms for a minimum of 12 and a maximum of 24 months following the event. After 24 months all forms MUST be destroyed and disposed of securely.
5. All bulk email notifications to the membership sent by the Parent Body and Areas must be created as blind copy emails ie 'Bcc' to protect data confidentiality.
6. All breaches of security or confidentiality of member data MUST be immediately reported to the General Secretary and the Data Protection Co-ordinator. An incident response will be implemented and the breach investigated and reported to all individuals affected.
7. All data deletion and data access requests from members must be forwarded to the General Secretary and Data Protection Co-ordinator immediately upon receipt. All GDPR questions and enquiries must be forwarded to the Data Protection Co-ordinator immediately upon receipt.
8. All data processors must hold and regularly consult a copy of the United Retriever Club's Data Retention Policy this can be requested from the Data Protection Co-ordinator.
9. The Membership, Field Trial and Show Secretaries will include a copy of the United Retriever Privacy Policy when communicating with and requesting data from New Members, Field Trial Judges and Show Judges, please request copies from the Data Protection Co-ordinator.

10. Area Secretaries and Working Test Secretaries will include a copy of the United Retriever Club Privacy Policy when communicating with and requesting data from Working Test Judges, please request copies from the Data Protection Co-ordinator.
11. All Officers of the Club (Data Processors) must familiarise themselves with the United Retriever Club Privacy Policy. The Data Protection Co-ordinator will advise if and when updates to the Policy have been made. The most recent copy of the Privacy Policy will be held on the United Retriever Club website.

**PLEASE CONTACT THE DATA PROTECTION CO-ORDINATOR IF YOU HAVE ANY
QUESTIONS RELATING TO GDPR**