

PENNINE TRAINING AREA

General Data Protection Regulations 2018 (GDPR) effective 25th May 2018

DATA RETENTION, PROTECTION AND DATA PRIVACY POLICY

The Pennine Training Area (PTA) is committed to protecting your personal information and respecting your privacy, and will only retain personal data as long as you remain a member of the Club or to satisfy any legal, accounting or reporting requirements.

For the purpose of the GDPR the data controller for the PTA is Karen Parkinson (Club Secretary) email: karenparkinson.pta@outlook.com.

This Retention, Protection and Privacy Policy may be updated from time to time, any changes will be posted on our website – www.penninetrainingarea.org.uk.

Data Held

Membership details are held on the PTA database. Details consist of member's name, address, email and telephone numbers, both landline and mobile. These details are updated annually upon membership renewal and only held for the current year's membership. The only personal data held about you is that received from you.

Once membership has lapsed, all personal details are deleted from the database and from the PTA Club Secretary's computer.

It is required that we retain financial records for seven years, these would normally consist of the PTA's bank statements, cheque stubs, receipts, etc. These are kept as a paper record and destroyed at the end of the seventh full year.

Committee minutes and documents relating to Annual General Meetings and Special General Meetings are retained as a record of Club business and of policies agreed.

Use of Data

The PTA will only use your personal data for keeping you advised of events and activities run by the Club or for administration purposes, upholding Club rules and to assist with queries, complaints or for dispute resolution.

We may also use your personal information where it is needed for official purposes (these instances are likely to be rare).

Disclosure of Data

The PTA is a part of the Northern Golden Retriever Association (NGRA) and members of the PTA must be members of the NGRA.

Data is not sent to any other organisation but may be shared with the General Secretary of the NGRA to ensure that the databases held by the PTA and the NGRA hold identical data.

In appropriate circumstances we may disclose data to authorised bodies as required by law.

The PTA will make every effort to keep your information secure.

Your Rights

By becoming a member of the PTA you are agreeing to the Club using the data you provide to advise you of the events and activities organised by the Club on behalf of its members.

At any time you may apply in writing or by email to the PTA Club Secretary requesting:

1. what information is held in your name - this information to be supplied within 40 days of the date of your request;
2. that any part of the information held in your name be deleted or amended.

The PTA will only hold your information for the duration of your membership (except in circumstances detailed in other areas of this Policy).