**DUKERIES (NOTTS) GUNDOG CLUB**

**DATA PROTECTION ACT – NOW General Data Protection Regulations (2018) (GDPR)  (Updated 2018)**

The GDPR (General Data Protection Regulation) comes into effect on 25th May 2018 effectively replacing the Data Protection Act and elevates the protection of personal data about individuals to a far higher level than has previously been the case, and also introduces extremely onerous financial penalties for non-compliance.

As a Life Member, Fully Registered Member, (Joint or Single) your membership details:

Name, Address, email address (if provided), activities preference, are held on the Dukeries (Notts) Gundog Club membership database.

Other details held by the Club are subscription preference, and competition entry details.

**Your contact information will need to be updated annually on membership renewal.**

Such details will not be passed or sold to any third parties for marketing purposes.

Membership details will only be held for the current year’s membership.

Once membership has lapsed, all personal details will be deleted from the database and securely removed from the General Secretary’s computer.

**PLEASE READ THE FOLLOWING WHICH IS AN OVERVIEW OF HOW the DUKERIES GUNDOG CLUB CONTROL INFORMATION.**

The impact of GDPR on the Associations operating procedures can be summarised under the following headings:

1) **Privacy of information** – Individuals are entitled to be told about what the Club intends to do with a member’s personal data. This is currently the case under the Data Protection regulations, however under GDPR the amount of information which must be provided to individuals when you collect their personal data is significantly increased. This includes, telling people the purpose and legal basis for processing, the period for which the individual’s personal data will be held and the rights that they have in relation to that data **(please see statement above)**.

2) **Consent to use data** – Under GDPR the standard for obtaining consent is higher than it is currently, requiring a freely given, specific, informed and unambiguous indication of the individual’s wishes. Agreement has to be demonstrated by clear, affirmative action, so pre-ticked boxes or opt-outs will not be GDPR compliant.

3) **Security and Mandatory Breach Notification** – GDPR requires all organisations to have appropriate security measures in place to ensure the security of all personal data processed. In the event of a personal data breach which poses a risk to individuals then the ICO (Information Commissioner’s Office) must be notified within 72 hours of an organisation becoming aware of the breach and in certain circumstances the individuals themselves must also be notified.

4) **Demonstrable compliance** – Under the new principle of accountability the Association will need to be able to prove our compliance with the GDPR. This will require having appropriate policies and procedures in place, complying with record keeping requirements, data management.

**How the Dukeries (Notts) Gundog Club will ensure GDPR compliance**

In order to comply fully with GDPR requirements the Club will put in place the following measures before 25th May 2018.

**1) Privacy of information** New membership form amended accordingly.

1. Notice in the Spring mailing regarding the new requirements,
2. Renewal of the Dukeries (Notts) Gundog Club membership forms to include GDPR requirement.
3. We **do not** store any membership details on Cloud or Dropbox or any other online storage system.

**2) Consent to use data**

Data is not sent to any other organisation.

(The Kennel Club requires only the number of Association members when submitting the Club’s Annual Returns).

All situations where we hold personal data of members will be reviewed to ensure that adequate consent is provided and recorded in a GDPR compliant manner.

**3**) **Security and Mandatory Breach Notification**

A personal data breach can be anything from a cyber-attack to inadvertently sending an email containing personal data to the wrong recipient.

**4) Demonstrable compliance** Formal policies and procedures will be put in place to cover record keeping requirements.

As stated above membership records are only kept for the current year’s membership.