

**Tibetan Terrier Association
General Data Protection Regulations
Privacy Policy 2018**

About this policy

This policy explains when and why we The Tibetan Terrier Association (TTA) collect personal information about our members and how we use it; keep it secure and TTA member's rights in relation to it. We will collect, use and store personal data, as described in this Policy when people engage in activities at the TTA. Normally this will be through some level of membership.

We reserve the right to amend this Policy from time to time. We will not share your personal data with any third parties outside of those outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person

For the purposes of the GDPR, The TTA Secretary will be the "controller" of all personal data we hold about TTA members and others. The Secretary is responsible for making sure the TTA complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Secretary.

Specific use and sharing of personal information

Your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news of the TTA and other important notices. Your personal data will not be passed to anyone else outside the TTA and your email will only be given to someone outside the TTA with your specific permission.

The Lawful reasons for processing your data.

We have two lawful reasons for processing your data, which are:

(a) Processing of your data is necessary for the administration of your membership contract.

(b) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The TTA will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What Information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation to do so.

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Member's names, address, telephone numbers, e-mail address	Managing the Member's membership of the TTA and TTA insurance purposes.	Committee
Dates membership commenced and ended.	Managing the Member's membership of the TTA and TTA insurance purposes.	
Age related information.	Managing membership categories which are age related.	

Data processed with your consent

The TTA will seek consent in the application form before processing any information as outlined below.

Type of information	Purpose	Shared with
Member's names, address, telephone numbers, e-mail address	Managing the Member's membership of the TTA and communication with members.	Committee

Enquiries and other communications with the TTA

When enquiring about the TTA on our website or via email we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the TTA will only be retained for a period of time appropriate to the content or request. TTA emails will be purged on a regular basis. People added to a TTA waiting list for membership will be informed and asked for permission to store that data at that point.

Children

Parents or guardians signing membership forms are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Data Controller will process membership information electronically and hold all information on a spreadsheet on a password protected Cloud data service. Paper copies of data may be used for convenient reference at TTA events. If it is necessary to transport data, it will be kept securely, and physical copies will be destroyed after use.

For any on-line payments which we take from members we will use a recognised online secure payment system. We do not retain records beyond those available on the payment providers systems.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data the TTA holds please email the Secretary at secretary@thetta.uk and he/she will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Secretary informed of changes to their data (e.g. address/telephone number etc. At membership renewal data accuracy should be checked.

The data will be normally be kept for up to 3 years after membership has ceased. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Names may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.

End of policy