

MIDLAND LAKELAND TERRIER CLUB
Data Audit 2018

It is important to regularly review and be aware of personal data being processed.

WHO – whose personal data, WHAT personal data, WHY – the purpose (and lawful basis) for processing, WHEN – at what point and for how long, and WHERE – secure storage and destruction.

Whose data do we collect?

Members, Judges, Exhibitors/Competitors, Breeders and future Lakeland Terrier owners

What data do we collect?

Name, Address, Email Address, Telephone, Dog details and availability

Why do we collect that data? Do we have a function/reason for every piece of data we collect?

To provide membership services – contractual necessity
To comply with Club/Society Constitution – contractual necessity
To comply with KC Rules and Regulations – contractual necessity
Publication of Year Book/Newsletters – legitimate interests
Reserve the 'opt-in' consent IF the club direct markets other services to the members BY EMAIL

Where do we store the data?

Manual records, electronic records/databases, email list.
Manual records are stored in a locked filing cabinet with limited access (Secretary only)
Electronic records are stored on computer protected by password known only by the Secretary
No data is stored outside the EU

When do you retain the data until?

Membership Lists	18 Months
Financial Records	8 Years
Judges Lists	12 Months
AGM minutes	Please refer to our Club Retention Policy
Constitution etc	Please refer to our Club Retention Policy
Show Catalogues	Please refer to our Club Retention Policy