

NORTHUMBERLAND AND DURHAM LABRADOR RETRIEVER CLUB – GDPR DATA AUDIT TEMPLATE

Data Subjects	Who gives the information	For what Lawful Basis do we need this information?	Information we collect WE DO NOT HOLD OR REQUEST SPECIAL DATA	How do we store information? WE DO NOT PASS ANY INFORMATION TO THIRD PARTIES WITHOUT AGREEMENT
Committee members	The individual committee member	To enable committee members to contact each other and the Club to provide information on meetings/events and to provide our membership services – contractual necessity, contractual necessity and legitimate interests (newsletters and activities etc.)	Name, Address, Email, Telephone number.	The Club has a cloud based storage (Dropbox or Google Drive) which is password protected. Only 3 Officers have access to these complete files.
Core Officers	The Officer	To provide contact details for Club letter/mailings recipients. For supplying information to the Kennel Club annually for Annual Returns –	Name, Address, Email, Telephone number. Members preferred method of contact.	The Core Officers (Chairman, Treasurer and Secretary) have access to central files stored in a cloud based system (Dropbox or Google Drive). These files are password protected. Email is our default contact method and no members email addresses are shown to other members (all are distributed bcc)
Members and member competitors	The member	To upkeep membership records for as long as the membership is valid. To receive payments for events and subscriptions. We do not store bank details. We also provide mailings (four times per year usually) to update our membership on events and news. Members can also enter on-line for Shows which requires submission to Fosse Data. Contractual necessity and legitimate interests (newsletters and activities etc.)	Name, Address, Email, Telephone number. Members preferred method of contact. Their information above and dog details from entry forms are kept for one year to comply with Kennel Club requirements.	We hold a Membership List. Should a member cease to be a member their records will be deleted from the list after a period of no more than 2 years after expiration of notified period in Club Rules and Regulations. The processors of member's information would be the Club Secretary and Treasurer/Membership Secretary only on a need to know basis (i.e. to provide the member with a service or event). The Sub-secretaries do not retain this information. On request from any member, details held will be erased.
Third Party Service Providers	The Club	We employ Fosse Data to perform functions on our behalf with regard to entry to show competitions. Examples include Open Show entries, Champ Show entries and membership and ancillary payments,	Name, Address, Email, Telephone number.	They have access to information needed to perform their functions, but may not use it for other purposes. Further, they must process the personal information in accordance with our Privacy Policy and as permitted by the UK's Data Protection Act.

Judges	The Judge or Kennel Club Ltd	We require contact details to supply the judges with Judge Contracts and any necessary information for their appointment.	Name, Address, Email, Telephone number. Members preferred method of contact.	We hold a judge register with the collected information summarised. The Kennel Club provide us with judge numbers.
Stewards	The Steward	To contact potential candidates who have shown interest in stewarding for the Club. Contractual necessity and legitimate interests (newsletters and activities etc.)	Name, Address, Email, Telephone number.	The Show Secretary holds the addresses and details of recently used Stewards (which is also copied to the Club records which are password protected and available only to Officers of the club.)
Non Member Competitors	The non-member	To ensure we have contact information should an event be cancelled or updates being required on the said event	Name, Address, Email, Telephone number.	The Club Secretary and Sub-Secretaries receive on-line and posted entry forms which details address information. This is not transposed to any Club records and is purely used for the event. We are required by the Kennel Club to store our entry forms for one year after the event. After that time the entry forms will be deleted.