



**LONDON & NORTHERN HOME COUNTIES BRANCH**  
**of the BASSET HOUND CLUB**  
[www.bassetlowdown.co.uk](http://www.bassetlowdown.co.uk)

## GENERAL DATA PROTECTION REGULATION (GDPR)

TO COMPLY WITH GENERAL DATA PROTECTION REGULATION (GDPR), we must tell you what personal data we hold about you, why we hold it and how it will be used. Our processing of personal data is based on you having given consent but you have the right as a data subject to withdraw that consent at any time and we undertake to delete the data if requested by you.

Any data we hold will be used only for purposes directly related to the activities and effective administrative running of the London & Northern Home Counties Branch (L&NHC Branch) of the Basset Hound Club and will not be provided to any other person, organisation or business for any other purposes, except where required by law.

### L&NHC Branch Protection Principles

The L&NHC Branch will comply with data protection law. Any personal information we hold about you will be:

- \* Used lawfully, fairly and in a transparent way;
- \* Collected only for valid purposes (as explained below) and not used in any way that is incompatible with those purposes;
- \* Relevant to the purposes we have told you about and limited only to those purposes;
- \* Accurate and kept up to date;
- \* Kept securely;
- \* Kept only for as long as necessary, for the purposes we have told you about, and in accordance with our data retention policy (see below).

### Personal Data Held by the L&NHC Branch

For the efficient running of the L&NHC Branch we need to keep a record of:

- Your name;
- Your address;
- Your home and/or mobile telephone number(s);
- Your email address;
- Your L&NHC Branch membership category (Single/Joint; Junior; Honorary; supporter) and date/year subscription last paid;
- If you have a repeat standing order for membership payments (we do not keep details of your bank account);

*Note:* You are not obliged to provide the personal data in question. However, if you do not give this information, we will be unable to perform our administrative function in providing you with L&NHC Branch services.

### L&NHC Branch Use of Personal Data

The L&NHC Branch will maintain and process your personal data in providing membership services and organising events. We may also use personal information for additional relevant and related purposes where you might reasonably expect us to do so and where this is not outweighed by your own interests, fundamental rights or freedoms. This may include:

- Maintaining our records and related information, including updating your details and preferences;
- Contacting you with relevant information (eg news of walks or events in your area or inviting you to lead a walk) by mail, email, telephone;
- Communications related to membership and invitations to participate in events such as canine health studies;
- Assistance in ensuring compliance with Basset Hound Club Rules and Regulations;
- Assistance with queries, complaints and dispute resolution.

You may request to see all the personal data we hold on you (we are allowed 40 days to provide it). We only keep your data for the reasons outlined above.

We undertake to delete your personal data, if you request us to do so in writing.

## **L&NHC Branch Data Retention Policy**

The L&NHC Branch will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. Personal data may be further processed and stored for archiving in the interests of statistical and historical purposes. When doing so, we will consider any link to the initial purpose, the context the data was collected in, the reasonable expectations of members, the nature of the data, the consequences of further processing and the existence of appropriate safeguards.

Old membership lists and other electronically held data may have some historical value and/or statistical value. The L&NHC Branch will consider how long is practically useful.

## **Information and Contact Details**

We may update this information from time to time. Please contact the L&NHC Branch Secretary if you have any questions or concerns about personal data and privacy matters.

### **OUR COMMITMENT TO YOU**

WE WILL CONTINUE TO HOLD THE ABOVE INFORMATION SECURELY FOR THE MANAGEMENT OF THE BRANCH AND CONTROL OF ALL THE AFFAIRS OF THE BRANCH.

WE WILL NOT BE CONTACTING EACH PERSON INDIVIDUALLY TO SEEK CONSENT FOR CONTINUING OUR ROLE OF PROVIDING A SERVICE TO MEMBERS AND TO THE BREED, ESPECIALLY IN THE REALMS OF BREED HEALTH.

**YOU MUST LET US KNOW IF YOU DO NOT WISH US TO HOLD ANY ASPECT OF YOUR CONTACT DETAILS FOR THIS PURPOSE.**

**IF YOU HAVE ANY CONCERNS PLEASE CONTACT THE BRANCH SECRETARY BY  
WRITING TO MRS LINDA SKERRITT  
SHARNDEN, FOURTH AVENUE, STANFORD-LE-HOPE, ESSEX SS17 8HN  
OR BY E-MAIL TO [MONKHAMS@AOL.COM](mailto:MONKHAMS@AOL.COM).**