



## Personal Data & Privacy Policy

### 1. About this Policy

This policy explains the types of personal data we (Canicross Aberdeenshire) may collect from individuals when they engage with us. As a club, we need to process certain personal data in order to manage club memberships and to host club events effectively and safely. This policy explains how, when, and why we collect personal information about our members, and how we protect your right to privacy.

We will only process data in alignment with data protection laws. More information about responsible data collection and processing according to the General Data Protection Regulation (GDPR) is available on the Information Commissioner's Office (ICO) website: <https://ico.org.uk/>

We reserve the right to amend this policy without prior notice. We recommend that you check our Club Facebook page for the latest revision or contact us. Please note that printed copies of this policy are not controlled.

If after reading this policy, you still have questions about how we handle personal data, please contact us by email: [canicrossaberdeenshire@gmail.com](mailto:canicrossaberdeenshire@gmail.com)

### 2. How we collect personal data

We may collect, use and store your personal data, when you participate in a Canicross Aberdeenshire event or when you become a Club Member. We collect information using event entry forms, run disclaimer forms, and through Entry Central. You can view Entry Central's privacy policy on the Entry Central website by clicking [here](#).

### 3. Why we collect personal data

Under the General Data Protection Regulations we rely on the following legal bases for processing your data:

**Consent** – we will ask your consent for marketing to you via email or for using a photo or video of you and your dog to promote our club on our Facebook page or website. If you consent we can collect and process your data for this purpose. You can withdraw consent at any time by contacting us.

**Vital interests** – we are obliged to process some personal data to comply with the health and safety recommendations. When participating in events with us, we must gather and retain some personal data, such as next of kin details, to comply with the health and safety standards and to remain compliant with our club's insurance policy.

**Legitimate interests** – we collect and process some personal data to pursue our legitimate interests in a way you would reasonably expect as part of running a canicross club and canicross events; for example, to keep you informed of upcoming events, to register you for a club event, to categorise your race entry by age and sex, or to arrange members-only canicross training.

#### **4. What kinds of personal data we collect**

As explained above, we sometimes need to collect and process your personal data for various reasons. Depending on your interaction with us, we may collect and process all or some of the following information:

- Name
- Email address
- Date of Birth
- Male/Female classification
- Home address
- Phone number
- Your pet's name and age
- Emergency contact name/phone number
- Photos and videos of club members and their dogs

#### **5. How we protect your personal data**

We will not transfer your personal data without your knowledge or consent. We have implemented generally acceptable standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction. Please note that transmitting information to us over the internet can never be 100% secure.

We will notify you promptly in the event of any breach of your personal data.

#### **6. With whom we share personal data**

Data will only be shared with a third party for the sole purpose of operating the club and running club events. For example, your name and age may be shared with a third party such as Entry Central for the purpose of race categorisation and awards. You can view Entry Centrals' privacy policy on the Entry Central website by clicking [here](#).

Please be assured that we will only ever share your information with trusted parties who adhere to GDPR and the correct standards of security.

### **7. How long we keep your data for**

We will hold your personal data on our systems for as long as you are a member of the club. Your personal data will be permanently deleted should you cease your Membership.

### **8. Your rights**

We will always ensure that you have the right to:

- Access your personal data, free of charge
- Have your personal data rectified if out of date or incorrect
- Have personal data erased or destroyed, unless that would conflict with our legal obligations
- Withdraw consent for us to use personal data, if you have previously given consent
- Object to us processing your personal data and/or stop us using data for direct marketing

**If you would like to exercise any of these rights, please contact us the club's dedicated Data Protection Officer by email: [canicrossaberdeenshire@gmail.com](mailto:canicrossaberdeenshire@gmail.com)**

If you are unhappy with our use of personal data, you have the right to lodge a complaint with the Information Commissioner's Office. The ICO's contact details can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>