



## *The United Kingdom Miniature American Shepherd Club*

### **Privacy Policy**

The United Kingdom Miniature American Shepherd Club ('UKMASC') is committed to safeguarding and preserving the privacy of it's members.

UKAMASC is a not-for-profit organisation and so exempt from registration with the Information Commissioner's Office. However we comply with or exceed the requirements for a registration-exempt organisation.

UKMASC does not hold any sensitive information so provisions 9-14 of the DPA do not apply. UKMASC meets or exceeds all provisions 1-8 and 15-18 of the DPA.

- UKMASC will store contact information only to enable accounts and record keeping.
- UKMASC guarantees that it will not distribute any member contact information to any third party. The exception to this is contact information for the purposes of advertising a Kennel or Breeding, where expressly requested by the member.
- UKMASC will not disclose any animal details provided by a member, or any results from health testing undertaken, to any third party . Exceptions to this are where an agreement is already in place for the member to inform a breed registry or other registration body, or where such results are already in the public domain.

#### **Information We Collect**

In running and maintaining the club and it's website we may collect and process the following data about you:

- i. Information about your use of our website including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.
- ii. Information provided voluntarily by you. For example, when you apply for Membership, 5\* Breeder status or the Agility Points League.
- iii. Information that you provide when you communicate with us by any means.

#### **Use of Your Information**

We use the information that we collect from you to provide our club services to you, for example the club Newsletter. In addition to this we may use the information to inform you of any changes to the club Rules, Code of Ethics, of club General or Committee Meetings and their agendas where appropriate, and of special events organised by the club for it's members.

### **Storing Your Personal Data**

We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated and stored securely.

Your personal information is held on a secure server that is not publicly accessible. This server is entirely separate from the server that hosts our website and email services.

Our servers comply with the latest industry standard security practises, are regularly maintained and upgraded exactly like any commercial organisation with whom you do business.

- When we receive personal information by email, it is used to update existing records (if appropriate) and then deleted.
- When we receive personal information on paper documents, we scan the documents, use the information to update existing records (if appropriate), store the scans on the secure private server and destroy the paper document. It is the Member's responsibility to ensure that all paper documents submitted are *copies*, not originals.

### **Disclosing Your Information**

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- i. Where we are legally required by law to disclose your personal information.
- ii. To further fraud protection and reduce the risk of fraud.
- iii Where membership details are requested for inspection by Governing Bodies.

### **Third Party Links**

We include links to third parties on our website. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

### **Access to Information**

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please note that, as per regulations, we reserve the right to charge a fee of £10 to cover costs incurred by us in providing you with the information.

### **Contacting Us**

Contact us regarding any matter relating to this Privacy Policy at [info@ukmasc.com](mailto:info@ukmasc.com)