

## HPRGA Data Retention Policy

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The HPRGA follows Kennel Club guidance to ensure that it is compliant the General Data Protection Regulation (GDPR). This policy should be read in conjunction with the Associations Data Privacy Policy.

The Hunt Point and Retrieve Gundog Association (HPRGA) retains personal data for as long as necessary to fulfil the purposes for which it is/was collected, including for the purposes of satisfying the Kennel Club and any legal, accounting, or reporting requirements.

Personal data can be further processed and stored for archiving in the public interest and for statistical and historical research purposes. When doing so we consider: any link to the initial purpose, the context the data was collected in, the reasonable expectations of amongst others, prospective members, members, committee members, exhibitors, competitors, guarantors and judges, the nature of the data, the consequences of further processing and the existence of appropriate safeguards. Stored data is not 'anonymised' as this is not considered appropriate.

When raising queries in relation to GDPR or our Data Protection and Data Retention Policies please be aware we are a small Association, run by members on a voluntary basis and do not have any full-time staff.

### **Financial Records:**

The HPRGA keeps financial records in line with statutory requirements (typically 8 years) and longer if there is a need to do so.

### **Membership Lists:**

The The HPRGA retains old membership lists in perpetuity as these have historical and statistical value.

### **Constitutions:**

Out of date constitutions are retained for their historical value and these may be displayed, e.g. as part of commemorative exhibitions.

### **Show Entries, Catalogues and Results:**

Show catalogues and Results provide a gold mine of information and statistics, as well as forming an important historical record. Show Results may be published on the HPRGA website, in the Club Newsletter, social media sites (e.g. Facebook) and other outlets (e.g. [www.dogfocus.co.uk](http://www.dogfocus.co.uk), <https://kcjudgescritiques.org.uk/>) and Sponsors. If required information is shared with the Kennel Club. Manual entry forms are retained for twelve months after the relevant show. The HPRGA preferred way to process entries is electronically via Fosse Data Systems, who have their own privacy policy (see below).

### **Field Trial Schedules, Entries, Running Orders and Results:**

Field Trial Schedules and Results provide a gold mine of information and statistics, as well as forming an important historical record. Field Trial Results may be published on the HPRGA website, in the Club Newsletter, social media sites (e.g. Facebook) and other outlets (e.g. [www.dogfocus.co.uk](http://www.dogfocus.co.uk), <https://kcjudgescritiques.org.uk/>, <http://www.hprftinfo.co.uk/>) and Sponsors. If required information is shared with the Kennel Club. Manual entry forms

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are retained for twelve months after the relevant trial, or working test. The HPRGA preferred way to process entries is electronically via Fosse Data Systems, who have their own privacy policy (see below).

### **Training and Educational Events:**

Reports on Events may be published on the HPRGA website, in the Club Newsletter, social media sites (e.g. Facebook) and other outlets (e.g. [www.dogfocus.co.uk](http://www.dogfocus.co.uk), <https://kcjudgescritiques.org.uk/>, <http://www.hprftinfo.co.uk/>) and Sponsors. Entry forms are destroyed once no longer needed.

### **Committee and AGM/SGM Minutes and Documents:**

Committee minutes and documents relating to AGMs and SGMs are retained as the definitive record of all club business together with the decisions made and policies agreed. They may also be used as an information resource to resolve any procedural issues or disputes.

### **Email Mailing Lists and Printed Newsletter:**

The HPRGA maintains MailChimp mailing lists for use for member business (AGMs, SGMs etc) and informal updates. The list for member business is updated as members join and leave and reviewed annually for late payers. The second list for informal updates requires that members opt-in. The association Newsletter is sent to all members.

### **HPRGA Website:**

The HPRGA website forms an online record of Association activities. Backups are retained for 12 months to allow for the recovery of the website as needed.

### **Links to Third-party Policies:**

Automatic: <https://automattic.com/privacy/> (Wordpress and Jetpack software tools)

DogFocus: <https://www.dogfocus.co.uk/privacy/>

Facebook: <https://www.facebook.com/about/privacy/update>

Fosse Data Systems: <http://www.fossedata.co.uk/help/privacy.html>.

Kennel Club / Judges Critiques: <https://www.thekennelclub.org.uk/privacy-policy/>

HPRINFO: <http://www.hprftinfo.co.uk/1769.html> (contact)

MailChimp: <https://mailchimp.com/legal/privacy/> and <https://mailchimp.com/legal/terms/>

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