

Brittany Club of Great Britain

Data Retention Policy



The Brittany Club of Great Britain (BCGB) follows Kennel Club guidance to ensure that it is compliant with the General Data Protection Regulation (GDPR). This policy should be read in conjunction with the Club's Privacy Policy.

The BCGB 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.

Financial Records:

The BCGB keeps financial records in line with statutory requirements, typically 7 years, and may keep some records longer if there is a need to do so.

Membership Records and Data Base:

The BCGB maintains a membership database for use in processing member services. It is updated annually with each year's member's details. The club securely archives membership records in perpetuity as these have historical and statistical value.

Club Rules and Constitutions:

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

Show Entries, Schedules, Catalogues and Results:

Show catalogues and results provide information and statistics, in addition to forming an important historical record. Catalogues and results are retained in perpetuity.

Manual entry forms are retained for one year after the relevant show.

Field Trial and Gundog Working Test entries, Schedules, Running Order and Results:

Field trial schedules and results provide information and statistics in addition to forming an important historical record. Schedules and results are retained in perpetuity.

Manual entry forms are retained for one year after the relevant event.

Judges Lists

The BCGB maintains judge's lists as required by the Kennel Club. Lists are updated annually so that they remain current. The club securely archives past years judges lists in perpetuity as these have historical and statistical value.

Training and Educational Events:

The BCGB keeps records of those who have attended Breed Seminars or Assessments for judge education, detailing those who have passed/failed the course and the reasons – to allow feedback for those that request it.

Application/entry forms are retained for one year after the relevant seminar/assessment. Candidate results are kept ad infinitum. These are kept in case the KC or the candidate need proof of having passed, in the form of a replacement certificate.

Volunteers Lists:

The BCGB keeps lists of volunteers for events such as Discover Dogs, Game Fairs, and transport for Rescue Dogs and Foster Homes. Such lists are maintained and updated regularly by committee members assigned to the task.

Annual checks are undertaken to remove the names of those who no longer wish to take part in volunteering. Previous years lists are securely destroyed.

Committee and AGM/SGM Minutes and Documents:

Committee minutes and documents relating to AGMs and SGMs are retained in perpetuity as the definitive record of club business, they detail the decisions made and policies agreed.

BCGB Website:

The BCGB website forms an online record of club activities. Backups are retained to allow for the recovery of the website in the event of unforeseen circumstances.