

Privacy and cookies policy

In this policy we explain how we gather and treat your personal information. This policy relates both to website usage and to the information we gather should you contact us. This policy also contains some information to help you understand further.

WEBSITE

By using our website, and agreeing to this policy, you consent to our use of cookies. If you contact us by email or phone, please see our policy on Contact and Registration below.

1. Collecting personal information on or for our website

- 1.1 We may collect, store and use the following kinds of personal information:
- (a) Information about your computer, and about your visits to and your use of this website. This includes your IP address, geographical location, browser type and version, operating system, how you reached our website, length of visit, page views, and navigation paths through our website. This information is collected through cookies, via Google Analytics (see section 4).
 - (b) Information as to whether you have formerly accepted our use of cookies by clicking on "Accept cookies" on our cookie bar. This information is itself collected through cookies.
 - (c) Photographs, if you have given us permission to use them.

2. Using personal information obtained from using our website, or for our website

- 2.1 We may use the personal information to:
- (a) Administer our website and club.
 - (b) Personalize our website in respect of whether our cookie information bar appears on your computer or not.
 - (c) Publish photographs on the website if you have given us permission. You may ask us to remove any photograph of you, your family or your dog. You agree that the website is available around the world.
 - (c) Provide third parties with statistical information about our users, but those third parties will not be able to identify any individual user from that information.
- 2.2 We do not supply your personal information to any third party for the purpose of marketing.

3. About cookies

- 3.1 A cookie is a small file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions over a period of time. For example, cookies can be used to track which pages of a website are visited and to see whether a visitor has used the website before.
- 3.2 Cookies may be either "persistent" cookies or "session" cookies.
 - (a) A persistent cookie is stored by a web browser until its set expiry date, unless deleted by the user. This is the type of cookie used to see if a visitor has visited the site before.
 - (b) A session cookie will expire at the end of the user session, when the web browser is closed. For example, a session cookie might be used to see how long you stay on the site.
- 3.3 Cookies do not typically contain any information that personally identifies a user, but some can identify a computer.

4. The type of cookies we use

- 4.1 We may use both session and persistent cookies on our website.
- 4.2 We use Google Analytics to analyze the use of our website. We use this service because examining how visitors use our site may help us to change the layout or content of the site to make it more useful to visitors, and to optimize finding our site in internet searches. About Google Analytics:

Google Analytics generates statistical and other information about website use by means of cookies. This information is used to generate reports. The information may be provided by both persistent and session cookies. Google Analytics privacy policy is available at: www.google.com/policies/privacy/.

- 4.3 We use additional cookies to register your cookie preference if you click on our cookie information bar. This enables remembering your formal acceptance of this cookie policy and retaining that information for one year, so that you do not have to re-click on the acceptance link.

5. Third party organisations and websites

- 5.1 We may have links to YouTube videos, and may have embedded YouTube videos within our site. We have a Google Search embedded on our webpages. A user accessing such content from our website may have cookies added from these third parties. Four Paws doesn't control such third party cookies, and so the user must review the cookie policies of these other websites for further information.
- 5.2 Our website includes hyperlinks to third party websites. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

6. Disabling and deleting cookies

- 6.1 Most browsers allow you to easily refuse to accept cookies and to delete cookies. The following websites give more information about this:

aboutcookies.org
wikihow.com/Disable-Cookies
wikihow.com/Clear-Your-Browser
allaboutcookies.org/

- 6.2 If you completely disable cookies, this will affect the usability of many websites. You may have to manually adjust some preferences every time you visit a site and some services and functions may not work.
- 6.3 Disabling cookies on our site will not affect your experience on our site except in respect of the cookie information bar, and any changes to the functioning of YouTube videos or Google Search which are not under our control.

CONTACT AND REGISTRATION WITH US

This Section sets out our data retention policies and procedure, which are designed to comply with our legal obligations, including the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) effective from May 25th 2018. If you contact us by phone or email, you are agreeing to this policy. Please do not complete a Registration Form unless you have checked by email or telephone that that we have spaces in our classes.

7. Collecting personal information through your contact and/or registration with us

- 7.1 We may collect, store and use the following kinds of personal information: Your name, address, contact details, any relevant health information, the monies you have paid us, and details about your dogs.
- 7.2 If you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

8. Using personal information obtained from contact

8.1 We may use your personal information to:

- (a) Administer Four Paws club. This includes completing registration details, organizing our database, organizing our classes, and informing trainers, Committee members and any other relevant person.
- (b) Store your information so that we can continue to administer the club efficiently.
- (c) Send you email notifications that pertain to the club or that may be of interest to club members.
- (d) Send you any newsletter that we produce.

8.2 We will not supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

8.3 We will supply your personal information to the Kennel Club for the purpose of administering the Good Citizen Awards only if you have explicitly consented to this.

9. Disclosing personal information obtained from contact

9.1 We will only disclose your personal information to any third party if required to do so by law or to establish, exercise or defend our legal rights.

10. Retaining personal information obtained from contact

10.1 Personal information shall not be kept for longer than is necessary for our administration purposes. People sometimes return to the club after a period of absence, so we may retain information after you leave the club for a while, unless you ask us not to.

10.2 We would retain personal information longer should we be required to do so by law, or to establish, exercise or defend our legal rights.

11. Security of personal information obtained from contact

11.1 Personal information may be retained on a computer held by the Club Membership Secretary. The name of current Membership Secretary can be found in our constitution, which is published on the club website. Names, dog names and contact details may be retained at the club premises in an area inaccessible to the general public: this is to enable all trainers to inform of late cancellations to classes. Names, dog names, dog breed, ages, and other information about dogs, and any relevant health information will be made available to trainers and Committee members so that the club can run efficiently and safely.

11.2 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. This includes security of information held on any computer. Personal information is only held on the computer hard drive and not held on a server.

12. Updating information

- 12.1 Please let us know if the personal information that we hold about you needs to be corrected or updated.

GENERAL

13. Amendments

- 13.1 We may update this policy from time to time by publishing a new version on our website.
- 13.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

14. Your rights

- 14.1 You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to any legal requirements or relevant legislation, including legislation concerning payment.