

# **Data Protection and Privacy Statement**

## **Western Europe Working Australian Shepherd Club e.V.**

### **(WEWASC e.V.)**

#### **Preamble**

The Western Europe Working Australian Shepherd Club e.V. processes in many ways personal data automatically (for example in the context of club management, the organization of events operations, the public relations of the association). In order to comply with the provisions of the EU Data Protection Regulation and the Federal Data Protection Act, to avoid data breaches and to ensure a uniform handling of personal data within the club, the club issues the following privacy laws.

#### **§ 1 General**

The club processes personal data i.a. of members, participants in the event and course operation and assistants not automated in a file system, e.g. in the form of printed lists. In addition, personal data will be published on the Internet and forwarded to third parties or disclosed to third parties (umbrella organizations: ASCA Inc., AHBA). In all these cases, the EU General Data Protection Regulation, the Federal Data Protection Act and this Privacy Policy must be observed by all persons in the association who process personal data.

#### **§ 2 Processing of personal data of the members**

1. The club processes the data of different categories of persons. For each category of data subjects, a single sheet is created in the list of processing activities.

2. As part of the membership ratio, the club processes in particular the following data of the members: first name, surname, address (street, house number, zip code, city, country), date of birth, date of joining the club, bank account, if applicable, the names and contact details of the legal representatives and / or the account holder, telephone numbers and e-mail addresses, if applicable, function in the club, if applicable, household and family affiliation with allocation to the family contribution. Each member is assigned a membership number.

3. The members allow the use of personal data for purposes of the club, which has to manage them in accordance with the provisions of data protection laws and the purpose of the club. The permission may be revoked at any time in writing, as far as this is compatible with the membership in the club.

#### **§ 3 Data processing in the context of public relations**

1. In connection with its statutory events, the club may publish personal data and photos of its members on its homepage and in the annual newsletter. This applies in particular to election results as well as board members, members and guests present at events and annual general meetings, as well as results and special achievements. The publication / transfer of data is limited to name, membership, function in the club and results and achievements.

2. The publication of photos and videos, which may have been made outside of public events, takes place exclusively on the basis of the consent of the persons depicted.

3. On the website of the club, the data of the members of the board, the committee members, Course Directors, Trial Secretaries, with first name, surname, function, address, e-mail address and telephone number are published

#### **§ 4 Responsibilities for data processing in the club**

Responsible for the compliance with the data protection regulations is the executive board according to § 26 BGB. Functionally, the task is assigned to the Department of General Administration by the Secretary, unless otherwise stipulated by the statutes or regulations. The secretary ensures that lists of processing activities are conducted in accordance with Art. 30 GDPR and that the information obligations under Art. 13 and 14 GDPR are fulfilled. He / she is responsible for answering requests for information from data subjects.

#### **§ 5 Use and publication of member data and lists**

1. Lists of members or participants will be made available to the relevant members of the club (e.g., Board Members, Committee Members, Course Directors, Trial Secretaries Helpers) to the extent required by the particular assignment. That is, member lists may only be made accessible to board members and other members who perform a special function in the club, which requires the knowledge of certain member data. The scope of the personal data used in this case, the requirement of data economy is observed.

2. Personal data of members may only be issued to other members of the club if the consent of the data subject has been obtained. The use of participant lists, in which the participants of meetings and other events, for example, to prove attendance or in which they are registered, is not considered such a publication.

3. If a member credibly claims that it needs a membership list for the purposes of statutory or statutory rights (for example to request the convening of a general meeting in the context of the minority request), the executive committee shall provide a copy of the membership list with first name, surname and address as printout or as File available. The member who initiates the minority petition has to give an assurance beforehand that this data will be used exclusively for this purpose and will be destroyed after use.

4. Members continue to allow their personal data to be transmitted to the respective umbrella organizations under which the events were sanctioned (ASCA Inc. and AHBA, as of 1 September 2018). For members with special responsibilities (such as board members, course directors, trial secretaries and the like), the full address will be provided with the phone number, email address and name of their role at the club / event. As part of events (Herdingtons, Agiltytrials, Obediencetrials and Show Events) of the club, the club announces results and special events, insofar as these are important for publication to the outside or for internal evaluations by the club.

#### **§ 6 Communication by e-mail**

1. For communication by e-mail, the club establishes a club-owned e-mail account, which is to be used exclusively within the framework of internal communication.

2. When sending e-mails (eg invitation to the JHV, sending the newsletter, etc.), to a large number of persons who are not in constant contact with each other by e-mail and / or their private e-mail accounts are used, the e-mail addresses are to be sent as "bcc".

### **§ 7 Obligation to Confidentiality**

All persons in the club who handle personal data (for example, members of the board, course director, trial secretary, assistants) must commit to the confidential handling of personal data.

### **§ 8 Data Protection Officer**

Since less than 10 people are constantly involved in the processing of personal data in the club, the club does not have to name a data protection officer.

### **§ 9 Establishment and maintenance of Internet sites**

1. The club maintains central performances for the entire club (homepage and Facebook page). The creation and maintenance of performances on the Internet is the responsibility of the webmaster. Changes may only be made by the webmaster, the president and the vice president.

2. The webmaster is responsible for complying with the privacy policy in connection with online appearances.

3. Departments or groups require the express approval of the board for the creation of their own websites (for example homepage, Facebook). For the operation of a website, the departments or groups have to appoint persons to whom the executive board is authorized to give instructions. In the event of violations of data protection regulations and disregard of directives issued by the Executive Board, the Executive Board may revoke the license to operate an Internet presence pursuant to § 26 BGB. The decision of the board according to § 26 BGB is incontestable.

### **§ 10 Violations of data protection regulations and this order**

1. All persons involved in the club may only process data within the scope of their respective powers. An arbitrary data -collection, -use or -transmission is prohibited.

2. Breaches of general data protection regulations and in particular of these data protection regulations can be punished in accordance with the sanctioning means provided for in the statute.

### **§ 11 Consent of the members and termination of membership**

1. Through their membership and the associated recognition of the statutes, the members agree to the use of this data within the framework of the fulfillment of the tasks and purposes of the club as well as the publication of image documents on the club's website and the newsletter. Any other use of data beyond the fulfillment of its statutory tasks and purposes is only permitted to the club if it is obliged to do so for legal reasons. A data sale is not allowed.

2. Upon termination of the membership name, address and date of birth of the leaving member are deleted, unless there are statutory or tax obligations of the club to a longer

storage (§ § 145 - 147 AO). If data has been passed on, the club is obliged to ensure that the data is deleted there. This does not apply to participation or result lists at umbrella organizations (ASCA Inc., AHBA, as of September 1, 2018).

### **§ 12 Entry into force**

This privacy policy was decided by the overall board of the club on 25.05.2018 and comes in force with publication on the homepage of the club.

The privacy policy was verified by the members present at the annual general meeting of WEWASC e.V. on September 1, 2018