

### Content of Database

The GBGB registry database contains details of:

- The name of the greyhound
- The name, address and contact details including telephone number(s) of the owner(s)
- A history of all other greyhound(s) registered under the owner(s) name
- The microchip number and tattoo mark of the greyhound
- The sex of the greyhound
- The breeding lines of the greyhound
- The whelp date of the greyhound

The registry operates during the hours of 9am-5pm Monday to Friday. They are contactable on a local rate telephone number (020 7421 3770) and all personnel in the department have telephone equipment. The GBGB does not charge to make a return telephone call. The registry is also contactable through the website via email (registry@gbgb.org.uk) and a fax machine (020 7421 3777).

### Provision of Information

The registry department is able to provide information via email, fax or post to authorised third parties once requested. The GBGB contact details are available on every official document the GBGB circulates through the industry, these include:

- The registration certificate
- The transfer of ownership certificate
- The retirement certificate
- The rules of racing (rulebook)

The GBGB website provides details of how to contact the GBGB

The information contained in the registry has gone through vigorous checks (as bullet pointed below) to guarantee, to the best of our ability, that it is accurate. **The Registry department verify the information from the following:**

1. Breeding data is sourced from an official stud book
2. The owner supplying proof of identification and address when making their initial entry onto the database.
3. Official postcode software (postcode plus) to verify an address

#### **Greyhound Reported Missing**

The owner/trainer must immediately notify the greyhound missing to the GBGB.

- a) Database operator collects full details of owner/trainer and greyhound and verifies against details held on the database.
- b) If the details are satisfactory the database operator will request the circumstances of the greyhound missing.
- c) If the greyhound is believed to be stolen then the owner/trainer is advised to inform the police, RSPCA/local dog warden and the racecourse that they are attached to of the situation.
- d) The greyhound is made inactive on the database so that it is unable to race/trial and notes are added to the comments section of who informed the GBGB.
- e) The database operator will then inform the area stipendiary steward.
- f) If the greyhound is found the owner/trainer must inform the GBGB.
- g) Database operator must update the database, making the greyhound active.

#### **Greyhound Reported Missing (if reported to the GBGB by another agency)**

- a) If the owner/trainer failed to report the greyhound lost/stolen then the GBGB will investigate the circumstances.
- b) If the owner/trainer has informed the GBGB of the greyhound being lost or stolen, the database operator, in accordance with the GBGB rules of racing, will supply the details of the owner/trainer to those third parties.

### Contingency Provisions

The Registry Database is used daily and was programmed using Microsoft Access in 1999.

The database has grown in size significantly in the past five years with the addition of retirement data.

This has meant that the data is now stored in SQL (Structured Query Language) to avoid the database becoming unstable.

The GBGB servers are “backed up each night” offsite and maintained by an IT established company and the Registry is additionally backed-up each night by that company.

The GBGB are in full ownership of the database and would be able to transfer the database if, due to unforeseen circumstances, the GBGB were to terminate.

Any changes to the information the GBGB hold is verified (as shown at 1-3 in the provision of information section) and recorded within 5 working days of receipt.