

Welton and District Riding Club



Data Protection

Privacy Policy

Welton and District Riding Club

Data protection

Welton and District Riding Club is a data controller

Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we process personal data.

We have policies, procedures and training in place to help our employees and volunteers understand their data protection responsibilities and follow the data protection principles.

We have a nominated member of staff who serves as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email Lindsay Cussons email lollysglobaltrek@yahoo.co.uk or Heather Roach email heatherroach13@icloud.com

This privacy policy relates to our use of any personal information we process about you.

How we collect personal data

We may collect your personal data in different ways, for example:

- when you, your parent or guardian, communicate with us by post, telephone, SMS, email or via our website
- from the information you provide to us when you make an application to become a member of the riding club
- as you interact with us in other ways; as a competitor or volunteer, or in any other capacity

How we use personal information

We collect and use personal information about our members, and supporters, for different purposes.

Membership applications, administration and renewals

Provision of training courses to individuals

Running events and competitions

Dealing with complaints and appeals

Undertaking safeguarding activities including DBS checks and casework

Recording accident information

We only collect personal information that we genuinely need.

This may include:

- Contact details such as name address, email address and phone numbers
- Date of birth and gender
- Name of your parent or guardian (if you are under 18)
- Name and contact details of any next of kin/emergency contact details

Membership applications, administration and renewals

We will use the information that you provide to us to process your membership application and renew your application if appropriate. We will email and post you information about events, and other items of interest, as part of your membership. You can opt out or unsubscribe from receiving this information if you wish. Our legal basis for using your personal information in this way is for the performance of a contract.

Provision of training sessions to individuals

If you sign up to one of our training sessions, we will use the information that you provide to us to process your registration and provide the training to you. Our legal basis for using your personal information in this way is for the performance of a contract.

Running events and competitions

If you register for one of our events or competitions, we will use your information provided to us to process your registration and enable you to attend the event. This will include sharing some of your information with our volunteers that run the event. It may also include collecting and sharing medical information with them if you choose to provide that to us. Our legal basis for using your personal information in this way is for the performance of a contract.

Dealing with complaints and appeals

If a complaint or an appeal is raised with us, we will process the personal information that is provided to us to manage and resolve the complaint or appeal. This may include sharing relevant information with an affiliated organisation, such as the BEF, the BRC or a riding club, a coach, welfare officer or other organisation, depending upon the nature of the complaint and the area it relates to. Our legal basis for using personal information for this purpose is to fulfil our legitimate interest and fulfil our objective of resolving complaints in a careful and appropriate manner.

Undertaking safeguarding activities including DBS checks and casework

When necessary, we process relevant personal information about members, volunteers, and coaches for safeguarding purposes. This might include undertaking DBS and other checks to identify any criminal and other activity we need to be aware of and casework. It may be necessary to share some personal information with relevant authorities such as the police, The Safeguarding Advisory Board and an appropriate member of the respective Member Body – such as The BEF, The Pony Club or a BRC Riding Club (as appropriate to the safeguarding activity). Our legal basis for this processing is to meet our legal obligations.

Health and safety requirements

When necessary we will process relevant personal information about members, supporters and coaches where accidents or incidents have occurred that are required to be recorded and in some cases the severity requires a referral to the Health and Safety Executive (HSE), the BRC, relevant authorities such as the police and HM Coroner. Our legal basis for this processing is to meet our legal obligations and in some instances clearly the vital interests of the data subject.

Our legal basis for processing personal information

Our legal basis for the purposes that we process personal information is for the performance of a contract, or for our legitimate interests or consent.

We may process personal information because it is necessary for the performance of a contract to which you are a party (or to take steps at your request prior to entering a contract). For example, we may process your personal data:

- To issue or administer a membership
- To administer a training session
- Running events and competitions
- Dealing with complaints and appeals
- Undertaking safeguarding
- Health and safety requirements

We may collect and use your personal data if it is necessary for our legitimate interest and so long as its use is fair, balanced and does not unduly impact your rights.

We will ask for your consent to send you marketing emails and text messages. You can withdraw consent for this at any time.

Usually we will only process sensitive personal data if we have your explicit consent. In extreme situations, we may share your personal details with the emergency services if we believe it is in your 'vital interests' to do so. For example, if someone is taken ill during one of our events.

Sharing personal information

We will only share your personal information where we are required to fulfil our contract with you, or legitimate interest, where we have your consent, or we are required to do so by law.

If necessary, we may also share your information with our training coaches.

We may also share your information with our bank to process a payment; our professional advisers (such as our legal advisers) where it is necessary to obtain their advice.

Where required, we will process personal information to comply with our legal obligations. In this respect we may use your personal data to comply with subject access requests; for the prevention and detection of crime; and to assist the police and other competent authorities with investigations including criminal and safeguarding investigations.

Your rights

If you no longer wish to receive communications about Welton and District Riding Club events, news and training from us, please contact the membership secretary – Healentjones@yahoo.co.uk . You can also unsubscribe at any time to emails that we may send to you that we think will be of interest to you.

You also have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to lollysglobaltrek@yahoo.co.uk or heatherroach13@icloud.com . We will respond within 30 days of receiving your written request.
- Tell us to change or correct your personal information if it is incomplete or inaccurate. Please contact us at either of the above emails
- Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information. Please contact us at either of the above emails
- Receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you, so that you can send it to another organisation. Please contact us at either of the above emails
- Object, on grounds relating to your specific situation, to any of our processing activities where you feel this has a disproportionate impact on you. Please contact us at either of the above emails

Please note that we may be entitled to refuse requests where exceptions apply: for example, if we have reason to believe that the personal data we hold is accurate or we can show our processing is necessary for a lawful purpose set out in this Privacy Policy.

How long we keep your personal information

We will hold your personal information for only as long as is necessary. We will not retain your personal information if it is no longer required.

- We will keep membership records whilst membership is current, in order to administer our membership scheme, however once a membership lapses the personal information will only be retained for three years.
- We will keep records of events and training for 3 years, in order to facilitate any insurance claim resulting from the activity.

Changes to this policy

This Privacy Policy may change from time to time. Where practical we will provide you with an updated Privacy Policy from time to time. However, we also recommend that you please visit this webpage periodically to keep up-to-date with the changes in our Privacy Policy.

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: **0303 123 1113**.