



**Data Protection
Privacy Policy**

Lyd Valley Riding Club

June 2018

Data protection

Lyd Valley Riding Club (LVRC) is a data controller and has exemption from registration with the UK Information Commissioner's Office

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 committee 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 a.e.shrubshall@talk21.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:

- from the information you provide to us when you make an application for membership
- from the information you provide to us when you make an application for an event
- when you communicate with us by post, telephone, SMS, email or via our website

How we use personal information

We collect and use personal information for different purposes:

Membership applications, administration and renewals

Informing non-members about LVRC events and activities

Open activity applications and entries by non-members

Accident/incident reporting

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 name of parent or guardian if under 18
- Accident or incident related information

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, training 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.

Informing non-members about LVRC events and activities

If you opt in to our non-member mailing list we will use the information that you provide to email you information about our events, training and other items of interest. You can opt out or unsubscribe from receiving this information at any time if you wish. Our legal basis for using your personal information in this way is consent.

Open activity applications and entries by non-members

We will use the information that you provide to us to process and administer your event application or entry. Our legal basis for using your personal information in this way is for the performance of a contract.

Accident or incident reporting

We will use the information that you or those present provide to us to record details of the accident or incident and to report to BRC HO and SEIB insurers if appropriate. Our legal basis for using your personal information in this way is necessary for compliance with a legal obligation.

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 compliance with a legal obligation or consent.

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, where we have your consent, or we are required to do so by law.

We may share your contact details with LVRC committee members for the purpose of arranging training and other events.

We may also share your contact details with other LVRC team members or participants in joint activities to facilitate arrangements. Consent for this is requested when personal information is provided at the point of membership application and may be withdrawn at any time on request.

Transferring personal data outside of the EEA

We do not transfer data outside of the EEA.

Your rights

If you no longer wish to receive communications from us, please contact us (details below).

If you no longer wish to have your contact details shared with other LVRC members in appropriate circumstances as set out above, please contact us.

You also have the right to:

- Request a copy of the information we hold about you. 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.
- 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.
- 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.
- Object, on grounds relating to your specific situation, to any of our processing activities where you feel this has a disproportionate impact on you.

For all requests or notifications please email a.e.shrubshall@talk21.com or write to:

Mrs A Shrubshall, 131 Crediton Road, Okehampton EX20 1NZ.

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 as long as is necessary. We will not retain your personal information if it is no longer required. In some circumstances, we may legally be required to retain your personal information, for example for finance or audit purposes.

- We will keep membership records for two years after membership ceases, in order to administer our membership scheme
- We will keep records of events and any associated accidents/incidents for two 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**.