



# ILFRACOMBE AND DISTRICT RIDING CLUB

## PRIVACY POLICY



### **What is this Privacy Policy?**

This policy is provided as a statement of compliance with European General Data Protection Regulations (GDPR) coming into force May 2018, so that you know what information we hold about you and what we do with it.

### **What information do we hold about you?**

This could include:

- Information you give us when you fill in your membership form.
- Information collected during the year, for example, what functions you have attended and your scores in competitive events.
- Information on your emergency contact person and their details

### **What do we do with this information?**

We use this information to provide you with the benefits of Club membership, for example sending notification of Club events to your contact address or email.

### **Who do we share your personal information with?**

We share your personal information:

- With BHS Head Office for insurance purposes and magazine mailing list.
- Where we are under a legal obligation to disclose or share your information.
- Occasionally, contact information may be shared with another Riding Club (for example, if an inter-Club, Area team is being organised by another Club).

### **How long do we keep your information?**

As long as necessary for the purpose/s it was collected for. This will vary depending on the type of information, legal requirements or other justifications permitted by Data Protection Law. In some cases we may keep information indefinitely for safeguarding reasons where we believe there is a potential risk to individuals. We keep membership records in their entirety for the current, and past two years. We delete address and contact details beyond 3 years in the past. However, we keep annual memberships (names only) indefinitely for historical purposes. We also have an archive of Newsletters and these occasionally contain contact information: these will not be deleted as they are considered 'public domain'.

### **Your Rights**

You have the right to:

- Ask us not to process your personal information for any reason you choose. If you wish to do this, please contact the Secretary.
- See copies of information held about you. Please send your request in writing to the current Secretary. We will respond as soon as possible and not longer than one month from receipt.
- Ask us to amend, update or delete your information in some circumstances or withdraw consent to our processing of your information for particular purposes by contacting the current Secretary. Note that deleting your information is tantamount to resigning membership of the Club, as the Club needs your information to serve you as a member.

If you are unhappy with the way we are managing your personal information please contact the current Secretary. If you are still unhappy you can complain to the Information Commissioner's Office, which can be found by an Internet search.