



Hampshire Rural Riding Club Privacy Policy



Purpose of this Policy

This Privacy Policy aims to give you information on how the personal data regarding your membership of Hampshire Rural Riding Club is collected and processed.

It is important that you read this Policy together with any Privacy Notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are fully aware of how and why we are using your data. This Privacy Policy supplements the other notices and is not intended to override them.

Data Controller

We, the Hampshire Rural Riding Club, will be the 'Data Controller' of the personal information collected and used by Hampshire Rural Riding Club. This means we are responsible for deciding what personal data about you is required and how it should be protected. Our Data Protection Lead will be the Membership Secretary at hrrc.membership@gmail.com

What personal data do we hold and use?

We hold personal data on you to enable us to manage your membership of Hampshire Rural Riding Club and your connection to British Riding Clubs.

The information we hold on you includes:

- Your name
- Your address
- Your telephone numbers
- Your email address
- Your date of birth if a junior
- Details of points accrued through BD, BE and BS
- Photographs and images taken from Club Events
- Details of any bank transfers you have made to CRC
- We will hold on record any communications you have made with CRC
- Details of guardians for Junior members

On occasions we may collect personal data from non-members (e.g. such as any non-member participant who completes an entry form at an Open Event). This information will be stored for two years and then destroyed securely. Our lawful basis for processing this data is for the performance of a contract.

Why do we hold this information?

We hold this information because we have legitimate interest in ensuring we can process your application for membership to Hampshire Rural Riding Club and the subsequent membership of British Riding Clubs.



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Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for.

Where and how is this information stored?

Any paperwork you send to us which contains personal information is stored in a locked cabinet.

Any electronic or digital information we have which refers to you or shows pictures of you or those you have given consent for us to have information on is stored on a computer that is protected with security software and the files held are password protected.

Who do we share this information with?

We will use the information that you provide to us for the following reasons:

- Processing of membership forms and payments;
- Sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;
- Club newsletter promoting club activity;
- Publishing of competition results;
- Sharing data with Club event organisers to administer training sessions;
- Sharing data with Team Managers and Equestrian Event Organiser Websites to organise entries to events;
- Use for health and safety ie, in the event of an accident we may pass on details to Government Agencies or medical practitioners.
- Publishing of articles about Club events in a local or national Newspaper and/or Riding Magazine.

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.

How long do we keep your data?

We will keep your data for as long as you choose to remain a current member of Hampshire Rural Riding Club.

If your membership lapses, we will keep your data until you ask us to remove it, for club administration purposes.

Social Media

Hampshire Rural Riding Club has a Facebook social media page. All members and non-members are free to join this Page. If you join this page, please note that Facebook has their own privacy policy and that Hampshire Rural Riding Club does not accept any responsibility or liability for this policy. Please check the Facebook Policy before you submit any personal data on the Club Facebook Page.



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Your rights

You may ask for a copy of the information we hold on you. You may make this request by contacting the DPL at hrrc.membership@gmail.com who will provide you with the relevant form and details of how to proceed.

If, at any point, you believe the information we hold on you is wrong, you can ask us to correct it.

In some circumstances, you may also have a right to ask us to restrict the processing of your personal data, to object to processing or to transfer or erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

Keep us informed

It is important that the information we hold about you is accurate and current. Please keep us informed if your personal information changes during your membership of Hampshire Rural Riding Club. In particular, please let us know if you change your email address, so that we can stay in touch with you.

Contacting us

Initial contact regarding the information we hold or any amendments should be made to the DPL lead at hrrc.membership@gmail.com