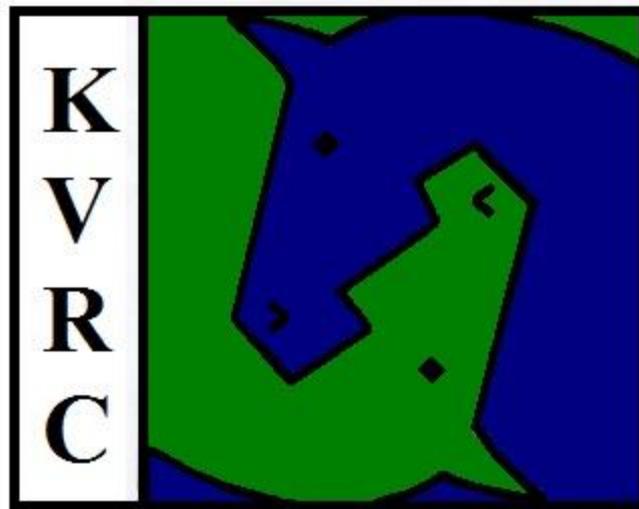


# Data Protection Privacy Policy

**Kennet Vale Riding Club**



## **Data protection**

Kennet Vale Riding Club (known as 'KVRC') is a data controller.

### **Introduction**

Kennet Vale Riding Club (KVRC) is an affiliated British Riding Club (BRC) run by a small committee of volunteers. We have an annual membership of around 60 members and run our own riding club events and competitions, training sessions, social events and send teams and individuals to BRC Area 9 qualifier competitions. KVRC keeps information about its members for communication purposes, which include, but not limited to, membership updates, promotion of events, calls for team members and dissemination of other information that is either related to or considered to be of interest to its members. We mainly communicate via email although verbal/telephone contact is required for more urgent matters, such as cancellation of a training session. Home addresses are primarily used by British Riding Clubs rather than KVRC, for communication of head office matters and sending out copies of *Rider* magazine.

### **Personal Information**

KVRC retains information about its current members as well as trainers, volunteers, past members and non-members who also attend training sessions or events. Upon joining KVRC, renewing annual memberships or attending an event (as a non-member), we will request certain personal details such as Name, Address, contact details (email addresses and telephone/mobile phone number(s)) and bank/payment details. We will use this data for communicating with members, competitors and volunteers.

### **What information we collect**

We collect and process personal information for these uses:

- Fulfilling our obligations to BRC by providing membership services including but not limited to, membership-related mailings such as teams, AGM, awards.
- Notifying you of events held by KVRC.
- Bank/payment details for membership fees, entry fees (KVRC and Area 9/BRC events).
- We may take photographs, for example at a KVRC event, which may be reproduced on the club's website/newsletter/Facebook page.

### **How we collect information**

When members of KVRC actively sign up or subscribe to our membership or communicate with us, they may choose voluntarily to give us certain information (for example by sending emails or completing registration forms). This information requires direct action by the individual at the time in order for us to receive it.

There is the option to opt out of future communications should members wish to do so when giving this information.

Our members have applied consent to KVRC by actively giving us their details when joining. In doing so, they are allowing active communication from us on such matters as stated above. There will always be an option for any of our members to opt out of any further communications.

For non-members, for example volunteers, attendees of training sessions and competitors, they have applied consent to KVRC by giving us their details when signing up for an event. In doing so, they have allowed KVRC active communication from us on associated matters as stated above. There will always be an option for any non-members to opt out of any further communications.

### **How long we retain information for**

KVRC will not retain information for longer than necessary. We will only hold onto the information you provide for either as long as you are a member or for a maximum of 2 years (for non-members, volunteers etc), whichever status is applicable.

If legally required or if it is reasonably necessary to resolve disputes, prevent fraud or abuse or if we have a legitimate interest, we may also retain information for a limited period of time as required, even after you are no longer a member or no longer associated with KVRC.

You are entitled to request that any of your data is deleted from our records at any time.

### **Consent**

KVRC will not contact any persons for whom we do not have consent to do so.

We understand that you trust us with your personal information and we are committed to ensuring the security and privacy of your personal information. You are able to do any of the following:

- You can verify the details you have submitted to KVRC by contacting us at [kennetvale.rc@hotmail.com](mailto:kennetvale.rc@hotmail.com)
- You can contact us to change, correct or delete any or all of your personal information held by KVRC, although you are responsible for contacting BRC Head Office with regard these changes – it will not be done on your behalf by KVRC.
- You can unsubscribe from receiving any emails from sending us an email requesting that your email is removed from the distribution list. Once you do this, you will no longer receive any emails from us unless you choose renew your subscription in the future.
- You can request a readable copy of the personal data we hold on you at any time. To do this, please contact us at [kennetvale.rc@hotmail.com](mailto:kennetvale.rc@hotmail.com)

### **Holding of Personal Information**

Currently your personal information is held electronically on a spreadsheet database on a Cloud system and it can be accessed by the Chairman, Vice-Chairman, Treasurer, Membership and Communications secretaries.

An edited version of this data that includes names, email addresses and mobile phone numbers only is disseminated to all Committee Members (via an email in a password protected document, which may be printed) for their use in running club activities such as training sessions or events.

All paper copies of membership forms are held by the Membership Secretary for the current membership year and then destroyed.

Postal Addresses of past members are not held after 2 years have elapsed (i.e. the year of membership and the following membership year).

Email addresses of all interested parties (members, non-members, past members and competitors) are held in the address book of the email account (hosted by Microsoft Outlook).

Names and contact details of all entrants to events hosted by KVRC are held until after the event. In the event of a cancellation, the data will be held for 3 months in case it is required for operational needs, such as rescheduling a cancelled event or processing refunds.

Results for KVRC competitions are held for 2 years and include your name, horse's name and score/placing only, and are published on the KVRC website.

A separate list of volunteers is collated and held by the Volunteer secretary – [kvrcvolunteers@gmail.com](mailto:kvrcvolunteers@gmail.com)

### **Changes to your data**

From time to time KVRC may need to contact those in its membership and database to make sure that we have accurate details for you.

### **Data Sharing**

All data is for the use of KVRC and the running of the club and its activities. KVRC will not rent, swap or sell any personal information to other organisations.

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.

Please note that your use of the KVRC's website is also subject to this privacy notice.

### **Cookies and aggregate information collected from [www.kvrc.co.uk](http://www.kvrc.co.uk)**

We use cookies and log files on our website to store information about how you use our website. A cookie is a piece of data stored on the user's computer tied to information about the user. This enables us to create a profile which details your viewing preferences. We use your profile to tailor your visit to our website, to make navigation easier and direct you to information that best corresponds to your interests and country.

Aggregate information is collected from users using our own web tracker. This information includes users' Internet Protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time of visit, number of clicks, error pages and number of unique visits.

This information is not linked to personal profiles or to personally identifiable information provided by users. We use it to analyse visitor trends and use of our website, administer the website and to gather broad demographic information of our website users. Our legal basis for using your information in this way is for our legitimate interest.

### **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**.