**Privacy Policy - General Data Protection Regulation (GDPR)**

**New Forest Pony Enthusiasts Riding Club**

Data protection

From the 25th May 2018 the laws have changed in the UK around how personal data is protected and used. As a riding club we also have a responsibility for the data we hold, who we share that information with and how we erase the data.

How we collect personal data

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

At present the Riding Club collects data from completed Membership Forms, training slips and entry forms. This is mainly in paper format. Entry Forms, as with training slips, are received in paper format.

Membership Forms are collated onto a spread sheet with paper copies retained by the Riding Club.

Entry Forms are received in paper format.

How we use personal 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 name of your parent or guardian (if you are under 18)

We collect and use personal information about our members, as below. Our legal basis for using your personal information in this way is for the performance of a contract.

Membership applications, administration and renewals

Membership forms are collated onto a spread sheet which is shared with British Riding Club to enable your membership to be registered. This spread sheet is maintained by the club and used also as a source to submit the Newsletter. Paper copies of the Membership Forms are retained and securely stored by the Riding Club. Aside from British Riding Club, no other external source has access to this data. We will use the information that you provide to us to process your membership application. We will email and post you information about events and items of interest, as part of your membership. You can opt out or from receiving this information if you wish.

Training/Events

Entry Forms are received in paper format. This data is shared with the organiser of the event to complete entries as well as Riding Club committee members. If you register for our events, we will use your information provided to us to process your registration and enable you to attend the event. Due to multiple participation in events, by signing in to our privacy policy you acknowledge that other members will be aware of your attendance and you of theirs, whether that be at the event or distribution of times.

Newsletter

The Newsletter will still be emailed to members or posted to those that request it by post. We will include reports on NFPEC events and competition success in the newsletters. These write up’s may contain personal information about you, such as your names and the event/training attended, that would be shared with our members.

Social Media

We have a NFPEC webpage and Facebook page, which will contain information such as our Newsletter and upcoming training and events. By agreeing to join the Facebook page you accept that your name can be seen publicly as a member. We will include reports on NFPEC events and competition success on the website and Facebook page. These write up’s may contain personal information about you, such as your names and the event/training attended, that would be shared with our members. Please see our Opting out below should you not wish to be included.

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.

We may also share your information with our bank to process a payment.

How we erase your data

All paper forms will be destroyed no later the 31st January for the previous membership year (memberships run from 1st January to 31st December therefore any forms received by the Riding Club in 2018 will be destroyed no later than 31st January 2019 and so on).

The spread sheet maintained for Memberships and British Riding Club will be destroyed on 31st March of the following year of the membership period (For example 2018 Membership spreadsheet will be destroyed on 31st March 2018). This date is longer than the paper forms to allow members to complete membership renewal forms whilst still receiving the newsletter in line with current practice.

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. We may process personal information because it is necessary for the performance of a contract to which you are a party. For example, we may process your personal data:

* To issue or administer a membership
* To administer a training course and award a qualification
* To supply merchandise you have ordered from us

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.

Opting out

If you wish to access, edit or remove your personal information please contact us and make your request. At any point you are entitled to opt out of the personal information we share. Please inform us should you not wish to be included in our newsletters, Facebook page or you would like you times for training to be sent separately to other members. Please however understand that if you attend training/events other members will also be there. Please note, however, that should you ask us to delete your data before the membership year expires we will be unable to contact you or send you newsletters.

Contact: Membership secretary Tricia Russell, Crowders, Fritham, Nr Lyndhurst, Hants S043 7HH, russell\_crowders@msn.com, 02380811240

Your rights

GDPR allows you more control over your personal data that is held by organisations. You are entitled under GDPR to the following;

* You can ask us for a copy of the personal information we hold about you
* You can inform us of any changes to your personal information, or if you want us to correct any personal information we hold about you
* You can ask us to erase, block or restrict the personal information we hold about you, or object to particular ways in which we are using your personal information
* Where we are using your personal information on the basis of your consent, you are entitled to remove that consent at any time.