

**NORTH DEVON RIDING CLUB
PRIVACY NOTICE FOR OUR MEMBERS**

This notice is to explain how we may use personal information we collect, before during and after your membership of North Devon Riding Club. References to **we**, **our** or **us** in this privacy notice are to the **NORTH DEVON RIDING CLUB**

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

- personal contact details that allow us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- membership start date;
- records of your interactions with us such as telephone conversations, emails, fb messages and other correspondence and your instructions to us;
- any payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- details of emergency contacts;
- records of competition results.

2. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about members when you apply to become a member of the club, when you book on to or pay for a clinic or event, or when you contact us by phone, e-mail, fb, messenger or in some other way.

3. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer your membership Dealing with payments	All contact and membership details, transaction and payment information, records of your interactions with us.	This is a legitimate interest to enable us to properly manage and administer your membership contract with us.
To send you information about clinics, competitions and other club events, including the event diary. To send you other information we think you might find useful or which you have requested from us, including our newsletters and information about other horse-related events and offers.	Contact details.	Where you have given us your explicit consent to do so.
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you.

Retention of records	All the personal information we collect.	We need to retain records in order to properly administer and manage your membership and to run our club. In some cases we may have legal or regulatory obligations to retain records.
To conduct data analysis to understand event attendance	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest to ensure that our events are relevant and for our annual awards.
For the purposes of promoting the club, our events and membership	Images in video and/or photographic form. Your name and/or your horse's name.	Where you have given us your explicit consent to do so.
To comply with health and safety requirements	Records of attendance.	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate.
To administer your attendance at any clinic, event, competition or camp	All contact and membership details, transaction and payment data.	This is a legitimate interest to enable us to register you on to and properly manage and administer your attendance at the clinic, event, competition or camp.
For the purpose of communicating and publishing clinic, event or competition attendance, times and results	Your name and/or your horse's name	This is a legitimate interest to enable us to register you on to and properly manage and administer your attendance at the clinic, event or competition and to notify results.
To arrange for any trip or transportation to and from an event	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information.	This is a legitimate interest to enable us to make the necessary arrangements for the trip and/or transportation to an event.

Where you have given us your explicit consent to use your personal information in a particular manner (see items in red above), you have the right to withdraw this consent at any time, which you may do by contacting us as described in the 'contacting us' section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent.

4. DIRECT MARKETING

email, post, fb message and sms marketing: where you have given consent we may contact you by email, post, fb message, sms or other communication method with information about products, services, events, clinics, talks and competitions from North Devon Riding Club and other organisations we believe you may be interested in. You can let us know at any time that you do not wish to receive marketing messages by contacting us as described in the 'contacting us' section below.

5. DISCLOSURE OF YOUR PERSONAL INFORMATION

We will only share personal information with the following parties and in the following ways:

- Any party approved by you.
- If required by a host venue.

- British Riding Club to register your membership for insurance purposes and to allow them to properly administer Riding Club activities on a local, regional and national level.
- For the purpose of communicating and publishing clinic, event or competition attendance, times and results.
- Where we are required to do so by law.
- In the case of an accident or injury, any person having a legitimate interest (for example, but not exclusively, a venue host in the event of a rider fall; the Health and Safety Executive; Emergency Services).

6. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We will keep your personal information for two months after the expiry of the membership year, unless there is a legal or regulatory obligation to retain your records for longer or your records are required to be retained for longer to effectively manage the club. For example, information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

7. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

8. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email ndrc.membership@gmail.com

21st June 2018